Océ | User manual

Océ CPS900®

Job Manual

océ

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Notes for the reader

Introduction

This manual helps you to use the Océ CPS900®. The manual contains a description of the Océ CPS900® and guidelines to use and operate the Océ CPS900®. There are also tips to increase your knowledge of the Océ CPS900® and to help you manage the workflow even better.

Definition

Attention Getters

Parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** indicate these important parts.

- The word **Note** comes before additional information about the correct operation of the Océ CPS900® or a tip.
- A part marked with **Attention** contains information to prevent damage to items, for example the Océ CPS900®, an original or a file.
- A part marked with **Caution** contains information to prevent personal injury. **Caution** is found only in manuals that describe physical products.

Safety information

The safety information for this product is included in a separate manual with the title **Safety manual**. This manual is part of the documentation set that you received with your product.

Table of Contents

Chapter 1
Introduction

General Information

Available documentation

Contents of the manuals

The user documentation set includes the following documents.

[1] Contents of the Manuals

Manual	Target audience	Description of the contents
Job manual	Operator Key operator	■ Printing documents ■ Editing the job settings ■ Managing the jobs ■ Using the mailbox ■ Loading the paper ■ Solving errors
Configuration and Maintenance Manual	Key operator	■ Changing the default settings ■ Performing image adjustments ■ Adding the toner (operator) ■ System maintenance ■ Clearing paper jams in the process paper path.
Safety manual	Operator Key operator	This multilingual manual contains instructions for safe use and the safety data sheets.
The controller manuals	Operator System administrator	There are six controller documents available from the manufacturer (copyright by electronics for Imaging). ■ Configuration guide ■ Fiery Controller Reference ■ Job Management Guide ■ Printing Guide ■ QuickStart Guide ■ User Software Install.

Note: *The manuals can be downloaded as a PDF file from the Océ website. The controller manuals are also available on the Océ website.*

About the Océ CPS900®

Introduction

The Océ CPS900® is a production printer with the focus on productivity and A3/12x18" paper formats.
Proven technologies like Océ Colour Copy Press and Océ Image Logic® guarantee a stable, high print quality.

System Features

The Océ CPS900® has the following features and characteristics.

[2] System Features

Features	Description
Configuration	Printer
Resolution	600 dpi
Speed	30 ppm
Workflow	A3/12"x18"-workflow
Output	1000 A3/12x18" (600+400)
Finishing	A4-A3+ inline finishing options
Controller	Mid end (Océ 960C) + High end (Océ 1000C)
Appearance	Robust printer-look
Media	2 Customer adjustable input trays supporting A3/12"x18"

General Printer Concepts

Definition

The user interface
The user interface supports several features which affect print quality, but the real value is the added advantage in terms of productivity.

Advantages:
■ "Green Button" support for most of the jobs.
■ The user interface supports productive printing via the 'Job queue'.
■ The user interface supports multiple processes on the machine simultaneously.
■ The system enables the operator to be in control all of the time. The operator can easily monitor the machine status and the jobs running on it.
 The machine offers the look and feel of a Océ
 - Most functions offered in current Océ machines are presented in a similar way.
 - Untrained operators can easily perform less complex jobs.

Print quality modes

Image processing and color screening are optimized in order to achieve maximum print quality. On job-level you can choose between the Dynamic Mode or Classic Mode. The Dynamic mode gives the best image quality, however in certain circumstances the Classic Mode could be preferable.

Dynamic Mode
The dynamic mode provides smoother continuous tone images, a greater rendition of details and less (not) visible screens. The quality is especially good for true-to-life images and continuous tones. For example, the level of graininess is greatly reduced.

Classic Mode
The Classic Mode uses the color mixing and screening methods that we were used to until now, including the 5 options for screening (very coarse to very fine). The Classic mode delivers maximum uniformity and stability, less noise and graininess in the less saturated areas and more visible details (especially in dark areas).

Tray chaining

When one of the paper trays runs empty, the system will automatically switch to another paper tray that contains the same paper type. Tray chaining is a productivity feature that cannot be switched on and off.

Output tray linking

The printer output trays can be linked into one virtual tray. You can print larger jobs (you don't have to empty output trays during the job).
The printer starts printing to the lower tray, and continues in the upper tray. The job order will be respected within one job and over multiple jobs.

Printer on/off

You can program the machine to start-up each day at time X and shut down each day at time Y. The printer on/off control will not interrupt running jobs.

Paper adjustments

The 'Paper adjustment' setting determines which image registration and image enlargement values are used for the media type selected. In order to guarantee high output quality, fine tune the Océ CPS900® to take into account a number of special media characteristics. Only use this setting if you are not satisfied with the output quality.

Keep going/keep sequence

You can put the machine into two different modes for processing jobs in the job queue.
'Keep sequence' or 'Keep going') The system will always print the jobs in the same order as displayed in the job queue. If a job cannot start printing, the system will stop. No jobs will be printed. In the second setting, the system will always try to keep producing. If a job in the job queue cannot start printing, because the job is on hold or has a start contradiction, other jobs in the job queue may overtake that job and be sent to print.

Error handling

Error handling on the Océ CPS900® is based on transparent, step-by-step scenarios on the operator panel. The error screen indicates the problem area, gives instructions on how to continue and uses photos and images to illustrate how to solve a problem.

Counters

Total print counters

One hardware counter is present to count all printed sides. The other counters are software counters.

In the hardware counter an A3/Tabloid-like image will be counted as two A4/letter-standard images.
An A4/letter-standard SEF (short edge feed) will be counted as one image.

The following software counters are available:
- Counter for color A4/Letter-like [1]
- Counter for color A3/Tabloid-like [2]
- Counter B/W A3/Tabloid-like
- Counter B/W A4/Letter-like
- Total counter
  The total print counters and four day counters are available in the 'System manager' on the operator panel.

[1]**A4/Letter-like**. A print that does not belong to the class of A3/Tabloid-like listed below.

[2]**A3/Tabloid-like**. A print printed on one of the following formats: A3, RA3, 305x457, Tabloid 11x17, Tabloid Extra 12x18.

Accounting information

Account Log

Print jobs can have an account number that must be entered before the job is printed on the system. The account number is used to create a logging record in the account log file on the controller. This record stores the accounting information of the print job. You can access this data from the file on the controller.

Note: *Accounting is not the same as access control to the printer.*

Time to finish

The printer shows the estimated time to complete each job in the job queue cumulatively (when the production is not interrupted).

The user interface concept

Definition

The features of the printer can best be described in three parts. The screen layout of the user interface consists of three parts which represent the three main categories of use:

- job preparation
- job management
- system management.

Job preparation
For the job preparation, the user interface presents a collapsed network mailbox by default.
The jobs last submitted are on top in the mailbox.

Job management
The part related to job management is always visible in the user interface. In this part of the screen (the job queue) all jobs processed by the system are visible and accessible.

The rest of the screen is occupied either by a field related to system management or a screen related to job preparation.

System management
The system information is visible above the collapsed mailbox (load of paper trays, toner level, etc.).

Job preparation

You can change several settings for a job in the mailbox. Besides the number of prints, the following settings can be applied to documents.

Note: *You can not edit images.*

[3] Document settings for job preparation

Menu	Setting
'Workflow'	■ 'Save settings' ■ 'Check first set' ■ 'Set account number'
'Basic settings'	■ 'Print sides' ■ 'Paper'
'Original' > 'Source'	■ 'Mailbox'
'Original' > 'Sheet'	■ 'Size' (read only) ■ 'Short edge' (read only) ■ 'Long edge' (read only)
'Print' > 'Output'	■ 'Destination'
'Print' > 'Sheet'	■ 'Paper' ■ 'Size' ■ 'Type' ■ 'Weight' ■ 'Medium'
'Print' > 'Layout'	■ 'Print sides' ■ 'Document type' ■ 'Image shift' ■ 'Shift to center'

Job management

The system helps the operator to be as productive as possible by:
- ■ productive job preparation
- ■ productive processing of jobs
- ■ input tray chaining
- ■ output tray linking.

In the context of job management, the term preparation means not only defining the settings, but also importing information into the system.

Basic job types are:
- ■ automatic print job (= AP job: the job is sent by the controller and executed immediately)
- ■ interactive print job (= IP job: the job is sent by the controller to the mailbox or job queue).

Productive job preparation
- Next job: To prepare jobs efficiently, it is possible to start preparing the next job as soon as the current job is submitted.
- View job settings: When you prepare a job you get a quick overview of the changed settings of the selected job.
- Save settings: After the job preparation the changed settings can easily be saved. The second time the job is printed exactly the same as the first print. Number of prints, check first set and account number are not stored.
- Combine originals: The 'Set-build' key enables you to combine several sets of originals into one job (source of originals always controller).

Mixed formats in jobs are not allowed.

Productive processing of jobs
You can constantly monitor all jobs that are present on the system. You are able to select a job, then start, stop or even delete the job from the system.

The most prominent tools are:
- 'Move to top': this function enables you to put the selected job at the top of the job queue, just after the current job.
- 'Check first set': this will stop the printer after the first set is ready (ready to start production, you are in control of confirming the quality of the job). Please note that the length of the job should be longer than 1 page.
- Print from mailbox: to preview a job and to check whether the settings lead to the desired output, it is possible to print a job from the mailbox. The printer prints the job and keeps the job in the mailbox. You can make proof prints this way.

[4] Information displayed for monitoring jobs

Information	Description
Status	Paused, Waiting, Printing, Error
Job identification	file name, user name

Tray chaining
When one of the paper trays runs empty, the system automatically switches to another paper tray that contains the same paper type. Tray chaining is a productivity feature that cannot be switched on and off.

Output tray linking
The output trays of the printer can be linked (one virtual tray). You can print larger jobs (you don't have to empty output trays during the job).
The printer starts to print to the lower tray, and continues in the upper tray. The job order will be respected within one job and over multiple jobs.

System management

The Océ CPS900® provides system information in the **system management** area.

For example:
- in the message / queue area: paper change needed or user interaction required.
- error occurred (e.g. paper jam)

The **system monitor** displays:
- type and amount of paper present in trays
- toner empty indication of seven colors
- usage of set memory
- KOM action required.

The **system manager** displays:
- language selection.

The **KOS** menu displays:
- set switch times
- operator passwords.

Energy save mode

After a certain time (to be defined by the key operator) the printer will go into energy save mode. When you press a key of the operator panel (or the on/off button when the printer "sleeps") the printer will go to stand-by again. The controller can also activate the printer with a print job when the printer is in sleep mode.

The paper manager concept

Definition

The Océ CPS900® has a special workflow. To accomplish more in less time, create new jobs while the system is printing. When defining a new job, you can select a paper type that is currently not available in the paper trays. The system does not limit the choice of paper types to the number of available paper trays and you can select any number of paper types for the jobs.

If a job requires a paper type that is not in one of the four paper trays, a warning is displayed. The operator can then put the needed paper type into a paper tray. In other words, the new workflow requires you to select a paper type, not a paper tray.

When creating a job on the Océ CPS900®, you can select a unique paper type on which to print. This unique paper type can, for example, be used for programming the next job or within set-building (combining subsets).

This way, you are sure that a job is printed on the right paper type.

You can divide your paper selection into two categories:
- Normal
- Type 1-5

In the normal category you can have lots of combinations of paper sizes, paper weights and media types (standard media types are transparencies, coated paper, plain paper and color copy). In some situations you might need to categorize more than the "standard" combinations and therefore should use "Type 1-5".

Two examples for assigning Type 1-5:
- Company (logo) paper is not available in the standard list. Assign the company paper to Type 1etc.
- You use 20 lb. bond Océ color copy paper. The same paper, from a different supplier, is available. Store the second supplier's paper type in the category Type 2 etc.

For example, load paper in the following instances.
- If the job queue displays an alarm bell , the job needs a type of paper that is currently not in the paper trays.
- If the trays are almost empty.

This chapter explains the function of the 'Paper manager' in the form of an example. The example describes the workflow if a job needs a type of paper that is not in the paper trays.

General information about how to fill and define the paper trays is described in a separate chapter ().

Attention: Remember to adjust the guide for coated materials, (see *'Use coated paper' on page 112*) when you select a coated paper type in your print job.

Illustration
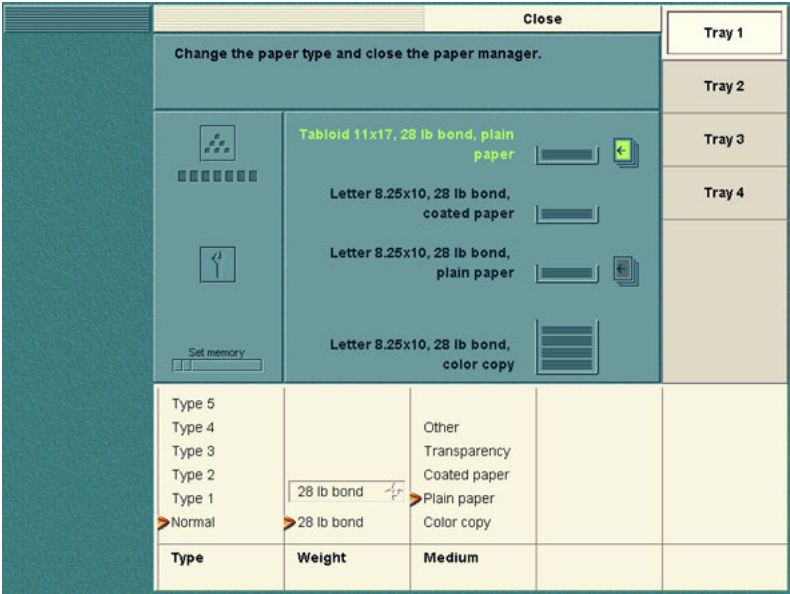
[1] Paper Manager Settings

Paper manager settings

[5] Paper Manager Settings

Component	Function
'Type'	Contains a list of custom paper types: Normal, Type 1, Type 2, Type 3, Type 4 and Type 5. The 'Type' setting can be used to uniquely identify a specific paper (because there are too many possible properties for paper e.g. color, orientation, material). Default selection in list: 'Normal'
'Weight'	Setting for the parameter weight. Contains a list of weights: ■ Europe: 75-250 g/m2, with increments of 5 g/m2 ■ USA: 20, 24, 28, 32, 36, 40 lb bond; 90 lb index; 60, 65, 70 lb cover; 110 lb index; 80, 90 lb cover; 115 lb index Default selection in list: 100 g/m2 (Europe), 28 lb bond (USA) **Note:** *The bulk tray (tray 4) accepts max. 130 g/m^2 (Europe) or 36 lb. bond (USA).*
'Medium'	Setting for the parameter medium of the paper. Values: ■ 'Color copy' ■ 'plain paper' ■ 'Coated paper' ■ 'Transparency' ■ 'Other' Default: 'Color copy'.

Note: *It is important to define the correct paper characteristics for the print job (the printer recalculates the process temperature and pressure for heavier paper types).*

Example

The job queue contains five jobs. Four jobs need color copy paper (A4/Letter, 100 g/m^2 / 28 lb. bond). The fifth job needs transparencies. All paper trays contain color copy paper (A4/Letter, 100 g/m^2 / 28 lb. bond).
What is the workflow?
The first four jobs are processed without problems. The fifth job in the job queue displays an alarm bell because there are no transparencies loaded in the paper trays.

[6] Workflow

Step	Action
1	Check the message in the job queue ■ Press the key (located above the upper left-hand corner of the screen) for the 'Job queue' to read the warning message. ■ Use the arrow-up or arrow-down key to select the job. ■ Press the round selection key in the middle 🔽 . ■ The screen displays the message 'Job needs A4, Transparency'. Press the selection key again to close the message. ■ Close the job queue
2	Load the media ■ Open the paper compartment door. ■ Load the transparencies in a tray. ■ You can put the transparencies in a tray (not in tray 4). ■ Leave the paper compartment door opened.
3	Set the 'Paper manager' settings on the operator panel ■ Press the key for the 'Paper manager' to open the 'Paper manager'. ■ Press the key for the used tray on the right-hand side of the operator panel. ■ Press the 'Set needed type' key. The system uses the paper type that is indicated in the warning message ■ Close the 'Paper manager'. ■ Close the paper compartment door. The job begins to print.

Note: *Paper trays 1 and 2 of the Océ CPS900® cannot automatically detect the types of paper in the paper trays.*

The 'Paper adjustments' Concept

Definition

In order to guarantee high output quality, fine tune the Océ CPS900® to handle a number of special media characteristics. The 'KOS adjustments' are based on the following tests that are accessible (to the key operator only) in the 'Adjustments' menu (see About the KOS Adjustments in the Configuration and Maintenance Manual). The following 'Adjustments' are available:

- 'Paper adjustments'
- 'Color registration'

Note: *Only use these adjustments if you are not satisfied with the output quality (caused by the different characteristics of the paper).*

'Paper adjustments'

Every combination of size, weight and medium can have its adjusted registration values.
The system stores these adjusted values for the selected combination of size, type, weight and medium.

If you select a paper type that is also available in another tray (same paper properties), the registration values will be the same for that tray.
For example: The user sets the paper type to 'Letter-standard, type 3, 32 lb. bond, color copy' and runs the 'Paper adjustments' test. Another tray that is set to 'Letter-standard, type 3, 32 lb. bond, color copy' will also get the adjusted registration values. The feedback in the system monitor will change accordingly.

For information on 'Color registration' see 'About the KOS Adjustments in the Configuration and Maintenance Manual".

The Océ CPS900® System

The configuration of the Océ CPS900®

Introduction

[2] The configuration of the Océ CPS900®

The main components of the Océ CPS900® are the following.

■ The printer
■ The operator panel
■ The controller.

The printer

[7] the printer

Number	Part	Function
1	Upper output tray	Receive the prints
2	Lower output tray	Receive the prints
3	Error tray	Receive the error prints
4	Paper compartment	Hold the paper trays
5	Toner cover	Provide access to the toner reservoirs

The operator panel

[8] The operator panel

Number	Part	Function
6	Operator panel	Contain the screen and the keys
7	Screen	Display the functions, the warnings and the errors
8	Keys	Enable you to access the functions and to handle the jobs on the Océ CPS900®

The controller

For more complete information, refer to the controller manuals from Electronics for Imaging.

[9] The controller

Number	Part	Description
9	FACI (Fiery Advanced Controller Interface) kit	The kit consists of the following parts. ■ Flat panel monitor. The screen displays the job queues functions and messages. ■ Keyboard. The keyboard enables you to work on the controller. ■ Mouse. The mouse enables you to work on the controller. *ⓘ* **Note:** *The FACI kit is standard issue for the Océ 1000C version and optional for customers with the Océ 960C version.*
10	PC (controller)	The controller is available in the following 2 configurations. ■ Océ 960C ■ Océ 1000C

The screen of the operator panel

Introduction

The operator panel contains a screen and keys. The operator panel helps you to handle the jobs.

Main screen
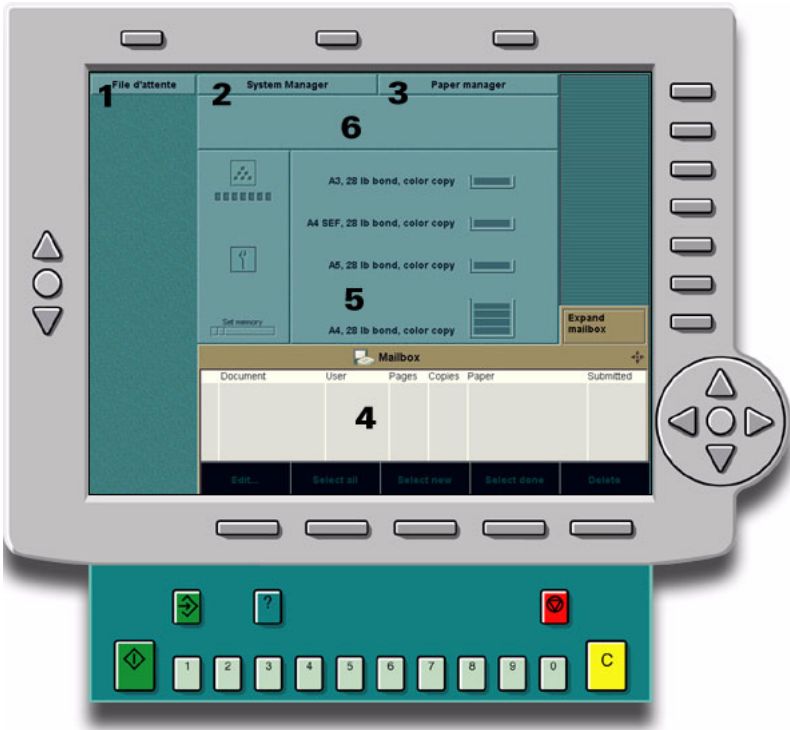
[3] The Main Screen of the Operator Panel

[10] The Main Screen of the Operator Panel

	Part	Function
1	Job queue	Show the jobs in the job queue.
2	'System manager'	Access the'System manager' to manage the system settings of the Océ CPS900®.
3	'Paper manager'	Access the 'Paper manager' to define the type of paper for each paper tray.
4	'Mailbox'	Access the jobs that users of the network have sent to the 'Mailbox' (through the controller). The 'Mailbox' is restored after a restart.
5	System monitor	Show information about the supplies and the set memory.
6	Warning section	Show system status information, messages, warnings and errors.

Job editor
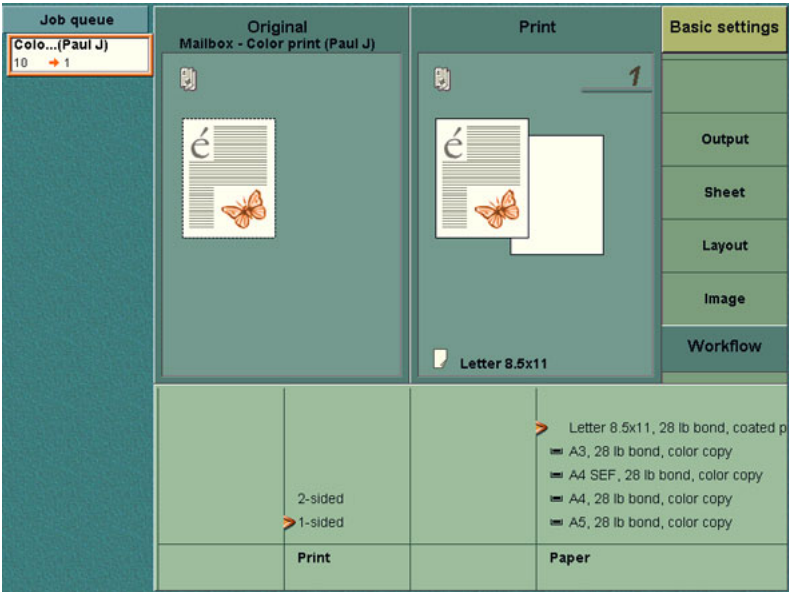
[4] The Job Editor

Select a job in the mailbox and then press the 'Edit...' key. The job editor is opened in the 'Basic settings' section. The job editor is the collective noun for all the job settings you can change.

The 'Basic settings' section contains a group of two shortcuts that refer to the most used settings for 'Original' and 'Print'. You can also define these settings manually Define Extended Print Settings.

You can change the settings with the keys on the operator panel ().

# The keys on the operator panel

Introduction

The keys on the operator panel allow access to the functions of the Océ CPS900®. Use the keys around the screen to move through the functions or change settings. The screen shows the function of each key. The keys around the screen are softkeys. The function of many keys changes when the screen content changes.
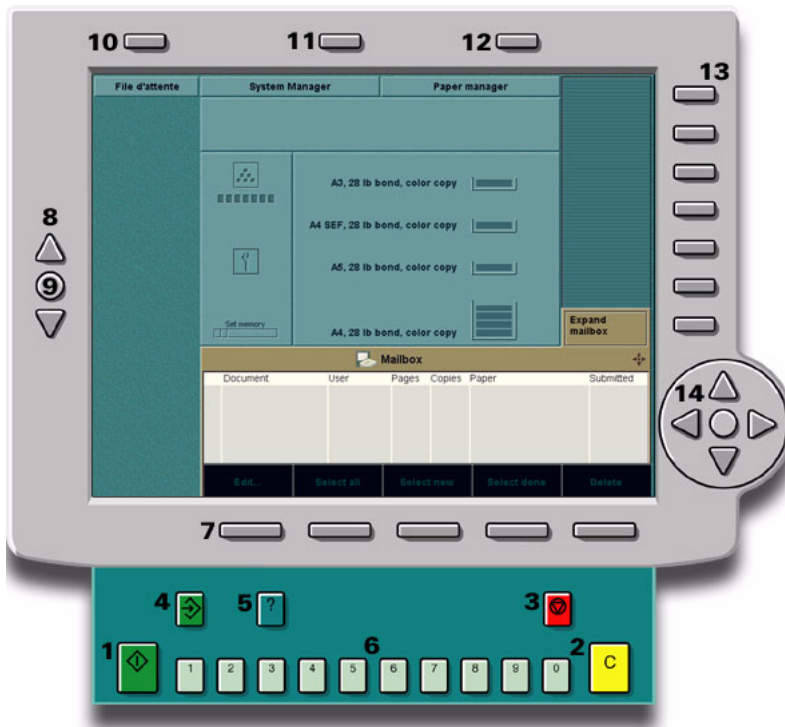
[5] The keys on the operator panel

[11] Keys on the operator panel (1 – 2)

	Key	**Function**
1	Start key ◈	Start a job.
2	Correction key ⓒ	The function can be one of the following. ■ Correct the settings ■ Delete subsets. ■ Delete jobs.
3	Stop key ⊘	Stop a print job. **Note:** *Press one time to stop the job on the set border and press twice to stop the job on the page border.*
4	Set-build key ⟐	Combine different subsets to one single document.
5	Help key ⓘ	Access the Help function.
6	Numeric keys	Set the number of prints, enter Pin codes, account ID.
7	Function-related keys	The function depends on the screen content. The function can be one of the following. ■ Access the templates. ■ Define the settings. ■ Access KOS and KOM (key operator only).
8	Arrow-up and arrow-down keys ⬍	Scroll through the job queue.
9	Selection key	Select and open a job in the job queue.
10	Job queue key	Toggle between the extended and collapsed job queue view to manage the jobs.
11	Function-related key	The function depends on the screen content. The function can be one of the following: ■ Open and close the 'System manager' . ■ View the settings for 'Original'. ■ Quit KOS (key operator only). ■ Quit KOM (key operator only).
12	Function-related key	The function depends on the screen. The function can be one of the following: ■ Open and close the 'Paper manager'. ■ Change the settings for 'Print' ■ Start KOM (key operator only).

[11] Keys on the operator panel (2 – 2)

	Key	Function
13	Function-related keys	Access the functions displayed on the screen.
14	Star arrow keys	The function depends on the screen. The function can be one of the following: ■ Change the settings. ■ Scroll through the mailbox. ■ Select multiple jobs (round selection key).

## Change the settings with the star arrow keys

[12] Function of the star arrow keys

Key	Function
star arrow-up key	Increase the value in small steps
star arrow-down key	Decrease the value in small steps
star arrow-right key	Increase the value in large steps
star arrow-left key	Decrease the value in large steps

The Operator Attention Light (optional)

Introduction

The operator panel informs the operator when the system needs operator interaction. However in most cases the operator takes care of more than one machine.
The operator attention light is used to indicate the state of the system when the operator is not close to the system.
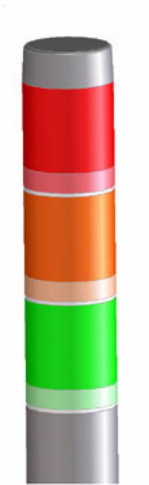
[6] The Operator Attention Light
The system can be in different states (statuses). The table below shows the possible states in which the system needs operator interaction.

[13] System States

State	Information
Idle	System has no jobs in the job queue.
System in error	Machine Recoverable Error/Operator Recoverable Error/Permanent Error etc.
Job stopped	Due to a contradiction, check print, stop after a page etc.
Nearly out of toner	After some time without adding toner the system will stop.
Next job contradiction	After some time without removing the contradiction the system will stop.
Next job 'On hold'	After some time without removing the 'On hold' flag the system will stop.

Note: *To improve productivity, the operator is warned some time before the system actually stops (warning).*

State Signal Colors

The operator attention light contains three lights (green, yellow and red) to indicate different states.

[14] State Signal Colors

State	No warning/no error	Warning/no error	Error
Idle	Lights off	Yellow	Red
System running	Green	Yellow	Red
System running and next job contradiction (time to finish job < 5 minutes)	Yellow	Yellow	Red
Current job is stopping	Yellow	Yellow	Red
Current job stopped	Red	Red	Red

About the Copy Control Device (optional)

Introduction

The Océ CPS900® supports the use of a copy control device. This is a separate module which supports:
- Authorized printing, by a card or coin-device.
- Count print clicks:
  - decrement credits of a prepaid card,
  - increment debits on an account number.

A CCD can be used to charge the appropriate person (or department) for delivered prints.

Use a CCD ...

The operator inserts a card (with credits) into the CCD.
This enables the operator to make prints as long as there are credits on the card. If the operator runs out of credits during a print job, the print job will pause. The operator can refill the credits and then resume the job. The operator can also cancel the job.

[15] CCD Functions

Behavior	Description
Number of clicks	By default, one credit is charged for an A4 / Letter 8.5x11 1-sided sheet and two for an A3 / Tabloid 11x17 1-sided sheet. 2-Sided sheets are twice as expensive as 1-sided sheets. Color prints are the same price as 1-sided black and white sheets. However, the key operator can change this with three KOS settings: ■ The number of credits charged for an A3 / Tabloid 11x17 1-sided sheet can be set to one or two. ■ The number of clicks charged for a 2-sided sheet can be set equal to the number of credits for a 1-sided sheet. ■ The number of clicks charged for a color print can be set to 1, 2, 3 or 4. To change the number of clicks, see 'About the KOS Editor' in the 'Configuration and Maintenance Manual'.
Next job	Note that if a next operator submits a new job before the last job (current operator) is finished, the new job will be charged from the card of the current operator.
Remote job-starting	It is the responsibility of the key operator to disable automatic print jobs. If automatic print jobs are not disabled, the current operator will be charged for a job started by a remote user.
Disable CCD	The key operator can disable the CCD in the KOS editor (password-protected). If the CCD is broken, the Océ CPS900® can still be used.

CCD scenarios

Job finished
A job has finished printing and all paper output is ready.
The job is removed from the queue. If there is another job in the queue, the next job automatically starts (if there are still credits available).

Job cancelled due to insufficient credits
The operator stops a job, after the warning "Refill credits.".
All other jobs in the queue will stay in the queue and the next job will start automatically. The new job will pause immediately because of insufficient credits.

Getting Started

The power modes of the Océ CPS900®

Introduction

The Océ CPS900® has six different power modes.

- Machine-off mode
- Off mode
- Sleep mode
- Low-power mode
- Stand-by mode or run mode
- KOM mode.

[16] Power modes of the Océ CPS900®

| Mode	Power switch	LED in the ON/OFF button	The system...
Machine-off	0	no color	... has no electrical power.
Off	1	amber	... has electrical power, but is logically off.
Sleep	1	amber (blinks)	... consumes the minimum amount of power and will need some time to warm up before actual use is possible.
Low power	1	green	... is on. To save energy, the power consumption is lowered (higher power consumption than sleep mode) and the printer will need some time to warm up before actual use is possible.
Stand-by or run	1	green	... is on and ready for use (or the printer is in use).
KOM	1	amber	... operator panel is active, but the rest of the system is off. An operator can safely perform maintenance tasks with help from the instructions on the operator panel.

Note: *If the Océ CPS900® has a permanent error, the LED in the ON/OFF button is green. The screen of the operator panel displays the message 'System error (code: ....). Please call Service.' You cannot use the Océ CPS900®.*

Machine off mode

The electrical power connection to the Océ CPS900® is interrupted by the power switch 🖬 .

Off mode

The Océ CPS900® has electrical power. This condition is indicated by the amber color of the ON/OFF button ⏻ . You must press this button to switch the system on. The initializing process begins. After some time, the operator panel displays the basic settings and the Océ CPS900®is switched to stand-by mode.

Sleep mode

The Océ CPS900® turns into the sleep mode when the Océ CPS900® is not used for some time. The settings of the ECO timer indicate the delay. The default value is 60 minutes. The key operator can change this value (see the configuration and maintenance manual).

If the Océ CPS900® is in the sleep mode, the screen of the operator panel is off. The Océ CPS900® switches back to Stand-by when you press the ON/OFF switch, or when the controller sends an automatic print job (only if the image processing unit is still on).

Note: *You can not put the Océ CPS900® into the sleep mode manually.*

Low power mode

The Océ CPS900® turns into the low power mode when the Océ CPS900® is not used for some time. The settings of the ECO timer indicate the delay. The default value is 15 minutes. The key operator can change this value (see the configuration and maintenance manual).
The Océ CPS900® switches back to stand-by when you press a key on the operator panel, or when the controller sends an automatic print job (only if the image processing unit is still on).

Note: *You can not put the Océ CPS900® into the low power mode manually.*

Stand-by mode

The Océ CPS900® is ready to accept and process the print jobs.

KOM mode

If the key operator has to perform maintenance tasks, the KOM mode needs to be activated on the operator panel. The screen of the operator panel remains active during the maintenance actions whereas the rest of the system is off. The key operator must restart the Océ CPS900® after the maintenance actions.

Turn the Océ CPS900® On and Off

Introduction

The Océ CPS900® has three switches to turn on and off the Océ CPS900®.

■ The power switch 🔲
The power switch turns on and off the mains power supply to the Océ CPS900®. You can find the power switch at the rear on the left-hand side of the Océ CPS900®. Only turn off the Océ CPS900® with the power switch if the system was properly shut down with the ON/OFF button ⏻.

■ The key switch
The key switch is a safety key. The operator can use the key switch to prevent undesirable use. It prevents unauthorized use of the ON/OFF switch.

■ The ON/OFF button with LED ⏻.
The ON/OFF button turns on and off the Océ CPS900®.

In addition you can also configure the Océ CPS900® to turn itself on or off automatically. This function is only an option if the power switch 🔲 is set to '1'.

Note: *The power switch 🔲 must only be used in case of an emergency or when the system is in power mode 'off'.*

Before you begin

Make sure that the Océ CPS900® is connected to the mains power supply.

How to turn on the Océ CPS900®

1. The power switch 🔲 has two icons. Press the icon '1' to turn the Océ CPS900® on.
2. Press the ON/OFF button ⏻. The color of the LED in the ON/OFF button ⏻ changes to green. When the system starts, the LED on the operator panel blinks green.
The LED on the operator panel goes off.
When the system is warming up, progress information is displayed in the system monitor by means of a progress bar and an indication of the remaining time.
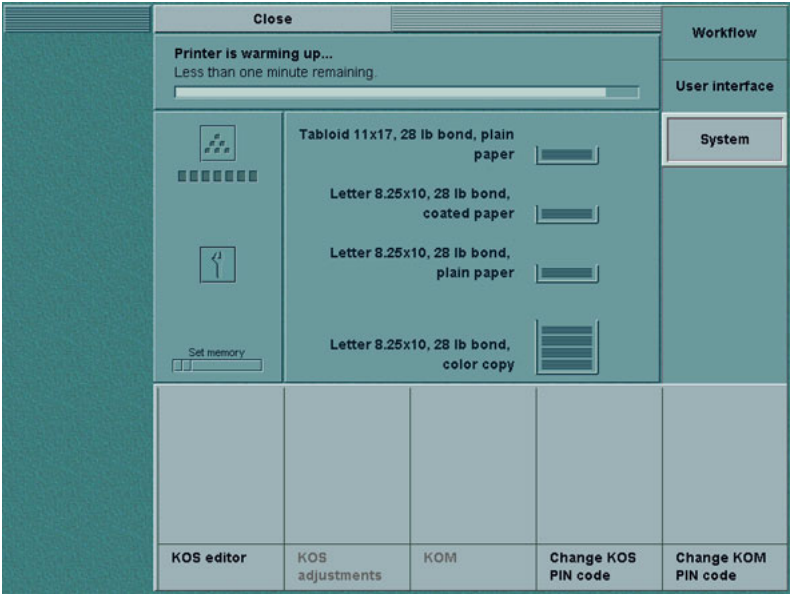
[7] Progress information

The length of the progress bar corresponds to the estimated initialization and warm-up time of both the scanner and the printer. The progress bar displays the % of the estimated time that has already expired. If a new estimation is available, the remaining part of the progress bar corresponds to the newly-estimated remaining time.

The printer needs a few minutes to reach the operating temperature.

How to turn off the Océ CPS900®

1. Press the ON/OFF button ⏻. The LED in the ON/OFF button ⏻ blinks green. Wait until the LED is amber.
2. Press the icon '0' on the power switch. Use this option only if you want to interrupt the electrical power connection to the Océ CPS900®. It is not necessary to use this function every time the system is turned off.

Note:

The Océ CPS900® also has an automatic ON/OFF function. The key operator can enable the ON/OFF function in the KOS editor. With 'Work days' the key operator sets the days of the week on which the Océ CPS900® automatically turns on and off. With 'Switch times' the key operator sets the time (in hours and minutes) on which the Océ CPS900® must switch on or off.

*Be advised that this function **cannot** be used if you shut down the Océ CPS900® with the power switch.*

Adjust the System manager settings

Introduction

The 'System manager' enables the operator to configure a number of general system settings. You can access the following menus with the softkeys located on the right-hand side of the screen.

- 'Workflow'
- 'User interface'
- 'System'

Note: *Only the key operator can change the default settings for 'System'.*

### Illustration

[8] Adjust the workflow settings

How to adjust the workflow settings

1. Press the 'System manager' key.
2. Press the 'Workflow' key. The table shows the settings you can change.

[17] The workflow settings

'Workflow' menu	Description
'Set account number'	The value always shows the current system account number. If a job has no account number and the 'Accounting behavior' is set to 'Job or System', the system account number is used for the job. If the operator manually specified an account number when the job was created, the job account number is used instead of the system account number. If the 'Accounting behavior' is set to 'System' the system account number is always used (if an account number was specified when the print job was created, this number will be overruled by the system account number).
'Check first set'	The setting indicates whether a check print should be made (Yes) or not (No) for all print jobs. In the 'System manager', define the default value.
'Save settings'	This setting indicates that changed job settings are saved in the mailbox. In the 'System manager', define the default value.
'Deposit behavior'	This setting indicates whether the lower and upper tray must be linked (overflow). ■ 'Use job setting' The job goes into the tray as specified in the job settings ■ 'Overflow' If the lower tray is full, the printer uses the upper tray to continue. If 'Overflow' is selected, you cannot select the output destination (upper or lower output tray) in the print job, (see 'Make Extended Print Settings, Output' in the Job Manual).
'Processing'	'Keep sequence': The system will always print the jobs in the same order as displayed in the job queue. If a job cannot start printing, the system will stop. No jobs will be printed. 'Keep going': The system will always try to keep producing. If a job in the job queue cannot start printing, because the job is on hold or has a start contradiction, other jobs in the job queue may overtake that job and be sent to print.

Illustration
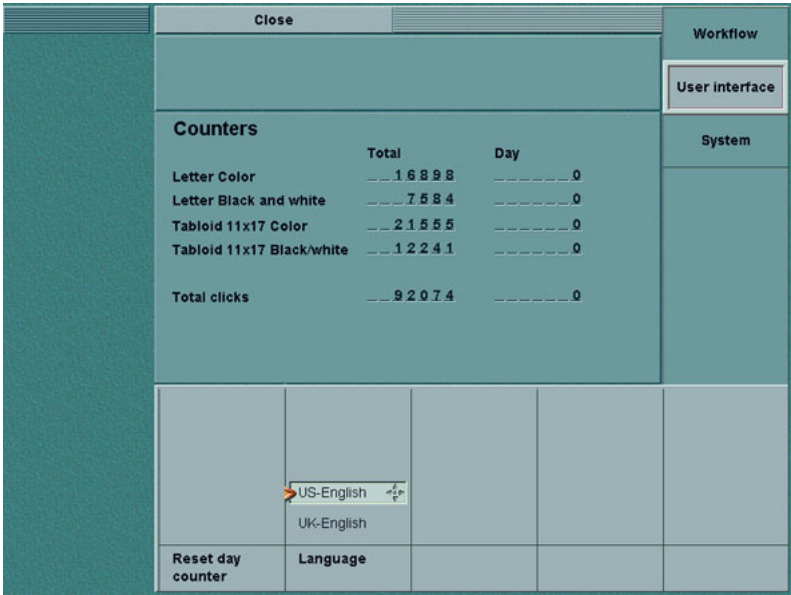
[9] Adjusting User Interface Settings

How to adjust the settings for the 'User interface' menu

1. Press the 'System manager' key.
2. Press the 'User interface' key. The table indicates the settings you can change.

   [18] Settings for the User Interface Menu

'User interface'	Definition
'Reset day counter'	The day counters are set to 0. The value of the day counters is only displayed in the 'System manager'.
'Language'	You can scroll through a list of 16 languages: UK-English, Dutch, French, German, Italian, Norwegian, Swedish, Danish, Spanish, US-English, Portuguese, Polish, Czech, Hungarian, Russian, Finnish, Chinese and Japanese.

3. Press the 'Close' key to leave the 'System manager'.

Note: *You cannot access the 'System manager' when the job editor, the paper manager or the job queue is open.*

Illustration
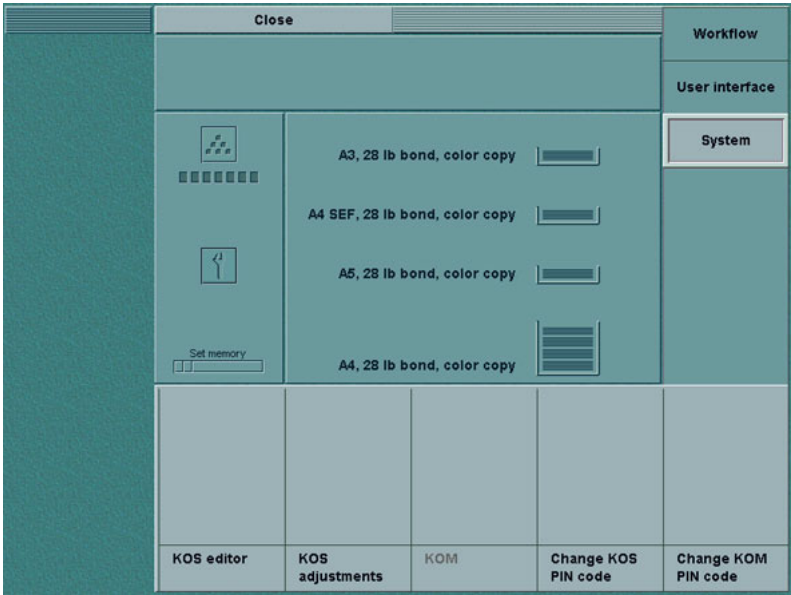
[10] Adjust the settings for the system menu

How to adjust the settings for the 'System' menu

1. Press the 'System manager' key.
2. Press the 'System' key. The table indicates the settings you can change.

[19] Settings For the System Menu

'System' menu	Description
'KOS editor' (Key operator system)	This menu and its settings are protected by a PIN code. The settings give access to a number of global system settings. Only the key operator manages these settings (see 'Configuration and Maintenance Manual').
'KOS adjustments'	This menu and its settings are protected by a PIN code. Only the key operator manages these settings (see 'Accessing the KOS Adjustments' in the Configuration and Maintenance Manual).
'KOM' (Key Operator Maintenance)	This menu allows the key operator to start preventive maintenance actions (see 'Configuration and Maintenance Manual').
'Change KOS PIN code'	When you enter the current KOS PIN code, a dialog appears to enter the new PIN code. The new PIN code is readable in clear text in this dialog. If all digits are entered, 'Confirm' is enabled. Press 'Cancel' at any time to abort the PIN code change.
'Change KOM PIN code'	When you enter the current KOM PIN code, a dialog appears to enter the new PIN code. The new PIN code is readable in clear text in this dialog. If all digits are entered, 'Confirm' is enabled. Press 'Cancel' at any time to abort the PIN code change.

3. Press the 'Close' key to leave the 'System manager'.

Note: *You cannot access the 'System manager' if the job editor, the paper manager or the job queue is open.*

Set Memory

Definition

Print jobs can contain multiple images. The images of the jobs in the job queue are stored in the set memory. If you use more images than the Océ CPS900® can process, there is a small chance that the system will run out of set memory.

Set memory status bar

The set memory status bar is displayed in the lower left-hand corner of the system monitor. The set memory status bar indicates how much set memory the Océ CPS900® has available to process the images. The exact number of images that can be stored in the set memory depends on the size of the images and the size of the set memory of the Océ CPS900®(see *'Product specifications' on page 126*).

Illustration

[11] The Set Memory Status Bar

Controlling the backlight of the screen

Introduction

At the rear side of the operator panel you will find the 2 keys used to adjust the backlight of the screen. You can adjust the backlight in the range 0 to 7. Default value is 4.

The keys are not repetitive (no repeat function).
The system keeps the backlight setting in the memory. A restart of the system has no influence on this setting.

Before you begin

Wait until the machine has passed the initialisation phase. You will see the basic screen settings when the initialization phase is completed and the Océ CPS900® is in Stand-by mode.

The figure below shows you where to find the keys for the backlight control. The keys to operate the backlight control are located at the **rear** of the monitor where the arrow marks the position.

Illustration
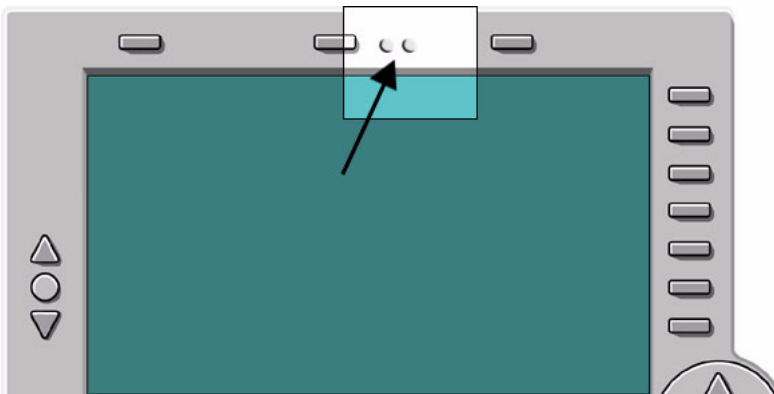
[12] Backlight control

How to control the backlight of the screen

1. Press the right backlight key.
   The brightness level increases one step.
2. Press the right key again until you reach the needed level of brightness.
3. If you want to decrease the brightness, follow steps 1 and 2 but use the left backlight key instead.

Chapter 2
Printing With the Océ CPS900®

Print workflow

Introduction

The Océ CPS900® is not only a printer, the Océ CPS900® is a solution that includes the following parts.
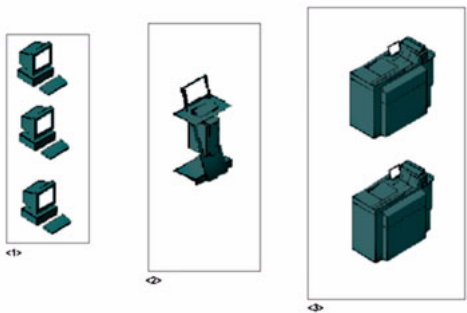
- an Océ printer driver
- a controller
- a printer
- (optional external finisher)

The Océ CPS900® offers a complete workflow method that divides the work process into separate (role-based) stages.

The process starts with the creation of a document. The shortest path is to send a digital document directly to the printer. In most situations, additional check points are useful before the original goes to the printer. You can define these checks in the different parts of the Océ CPS900® workflow.

Print workflow for the Océ CPS900® solution

The figure and the table below illustrate the three main areas in the process from job creation to job production.

[13] Print workflow

[20] Print workflow description

Action	Description
1) Job creation	On any networked PC ■ Create a document on your desktop ■ Select a printer driver ■ Define the print settings ■ Define the destination of the print job. **Note:** *The workflow settings in the printer driver that define the path of the print job can be influenced by the workflow settings of the controller and/ or the printer.*
2) Job preparation	On the controller (or through a remote access connection on a networked PC) ■ Check, store and / or process (rasterize) the documents on the controller before they are printed. ■ Manage the jobs on the controller to optimise the overall productivity. For example, divide the jobs evenly over the available printers if you have more than one printer available. ■ Send the jobs to the mailbox or the job queue of the Océ CPS900® (you can override the original destination settings of the printer driver).
3) Job production	On the Océ CPS900® ■ Check the job settings (if necessary) on the operator panel of the Océ CPS900® ■ Manage the local job queue to optimise the productivity of the Océ CPS900® ■ Print the jobs.

Note: *The print process can be organized in many different ways. You can have a workflow completely controlled by the operator. You can also select a work method in which the network user controls all the different steps in the process from job creation to job production (without interference from other operators). For information how to arrange your workflow, you can consult an Océ consultant (also see the Job Management Guide)*

About the printer driver

Introduction

To print jobs from the network, the Océ CPS900® supports Adobe PostScript® print jobs.
The Océ printer driver adds the features of the Océ CPS900® to a general Adobe® PostScript® 3™ printer driver.

The printer driver can be used on the Microsoft® Windows® operating systems (Microsoft® Windows® 98/ME/NT/2000/XP) and the Apple Macintosh® platforms (Macintosh® OS9/OS X). For further details please refer to the controller documentation from EFI.

Note: *Microsoft® Windows® 95 is not supported.*

The functions of the Océ printer driver

Use the Océ printer driver to address the features of the Océ CPS900®. When you print a document, the general print window of the application appears. Select the printer driver of your choice. the printer driver type gives access to specific job settings.

[21] printer driver types

Printer driver type	Description
Print	The print job is sent to the print queue and can be printed directly and without an action from the operator if the workflow settings allow this process. The print queue is useful if the network user is in control. An operator can interrupt the job, or hold the job via Command Workstation if necessary. **Note:** *In a fully operator-controlled environment, the print queue is disabled. (also see the Job Management Guide)*
Hold	The print job is sent to the hold queue. You can use Command Workstation to access the job and the job settings and to modify settings where necessary. The operator is in control of the jobs in the hold queue. **Note:** *Operator action is necessary to start the job to the printer.*

When you click 'Properties', the print window of the Océ printer driver appears.
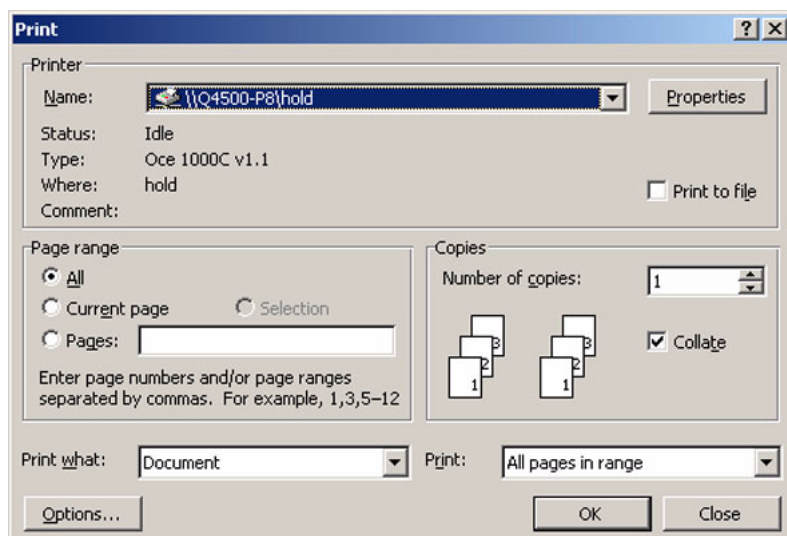
[14] The print window

The properties of the printer driver
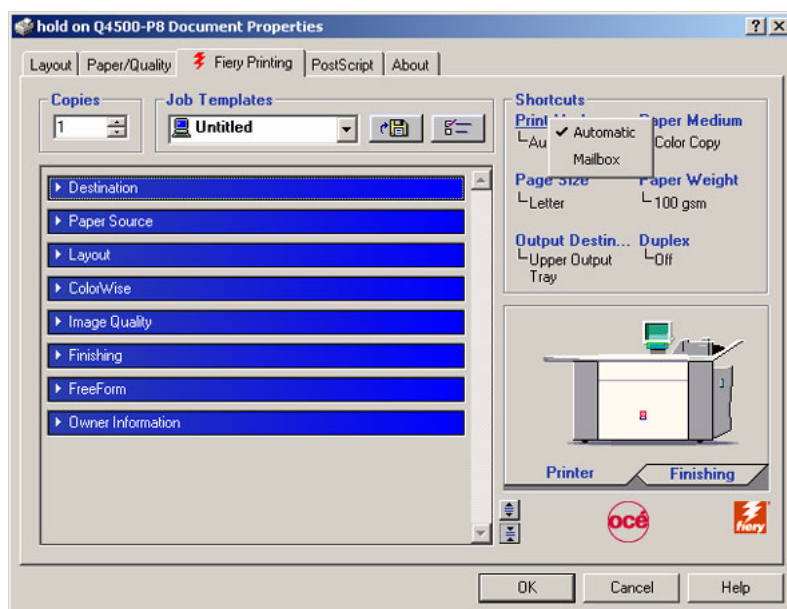
[15] Properties window of the printer driver

The right-hand side of the print window contains six shortcuts to the most used settings. Click on an option to define the settings.

You can click the blue header bars to access the settings that belong to the specific sections.

For more information on the functions of the Océ printer driver you can refer to the user documentation of the manufacturer (see the Printing Guide).

Note: *The Océ printer driver has a help functionality in the top right-hand side of the toolbar and a Help button in the lower right hand corner.*

Dynamic and Classic Quality Modes

Introduction

There are two quality modes: Dynamic and Classic.
- You can change the mode on the controller; you can also change the default.
- You can change the mode for each file in the driver.

In the Océ CPS900® printer driver, you can select one of the following quality modes:
- Dynamic
- Very Coarse (Classic mode)
- Coarse (Classic mode)
- Normal (Classic mode)
- Fine (Classic mode)
- Very Fine (Classic mode)

When to select Dynamic or Classic mode

Dynamic mode is the default setting and the most optimal printing mode with respect to print quality.
The Dynamic color-mixing scheme enhances the print quality of the Océ CPS900® significantly in the graininess of lighter colors, especially the blues and neutral colors, the halftone screen visibility and the sharpness of the printout.

There are still some reasons for which to print in the classic quality mode. These are:
- For maximum consistency with the Océ CPS900® R1 and R2, where only the classic quality mode is available.
- For maximum stability and uniformity of large plains of one color.
- For minimal color cast in neutrals, because the color is printed with mainly black toner.
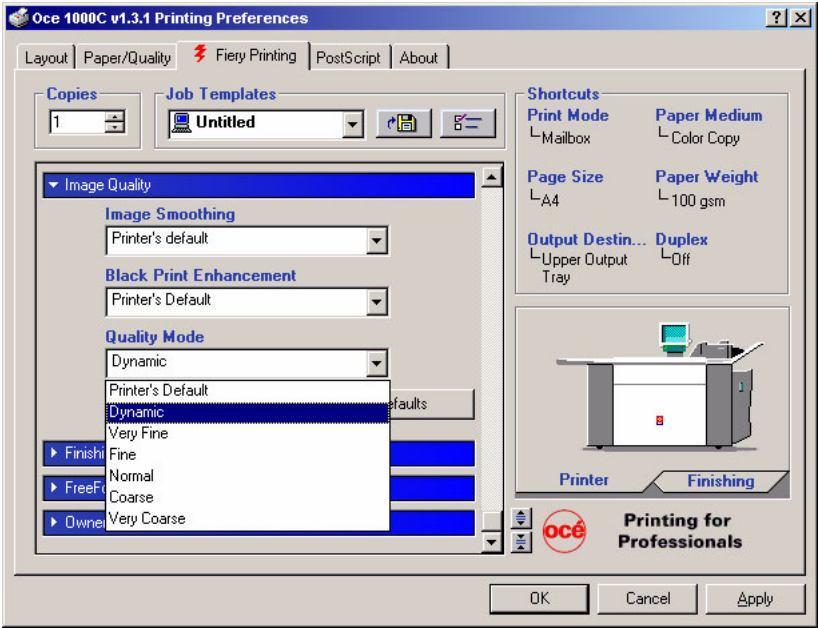
[16] Dynamic and Classic (5 rasters) Modes

Once the Dynamic mode is selected within the print job, the 5 Classic rasters are no longer available on the operator panel.

In the Classic mode, 5 rasters are available where Fine is a good point of departure.

About the job capacity of the Océ CPS900®

Introduction

Job capacity

The Océ CPS900® can process a limited number of jobs at a time. The operator panel displays an error message when there are more jobs than the Océ CPS900® can handle. The table below specifies the maximum job capacity that the Océ CPS900® can handle.

Job capacity for jobs on the Océ CPS900®

[22] Job capacity for jobs on the Océ CPS900®

Location	Maximum number of jobs the system can process
Job queue	25

Jobs processed on the Océ CPS900®

If the operator creates more than 25 jobs in the job queue, an error message appears. This message indicates that the maximum job capacity on the Océ CPS900® is reached. The Océ CPS900® cannot process more jobs at the time. The operator must first delete a job from the job queue. After the job is deleted, the operator can create a new job on the Océ CPS900®. Instead of deleting a job to create space for new jobs, the operator can also create space by solving contradictions or simply waiting for other jobs to finish.

Note: *The operator creates subsets with the Set-build key* *. The subsets are stored on the Océ CPS900®. The system can process 90 subsets in total (job queue). If the operator creates more than 90 subsets, an error message appears. The message indicates the maximum subset capacity. The Océ CPS900® cannot process more than 90 sets at a time.*

Job capacity for jobs from the controller

Job types

The operator can create jobs on the controller as well. These jobs are stored on the controller. The controller sends the jobs to the Océ CPS900®. The manner in which the controller sends the jobs determines the job type.
An automatic print job (AP job) is sent directly to the job queue.
An interactive print job (IP job) is sent to the mailbox (depending on the 'Workflow' setting). The job needs operator interaction to be printed on the Océ CPS900®.

Job capacity on the Océ CPS900®.

The Océ CPS900® can only handle a limited number of jobs from the controller. In the table below the job capacity for jobs from the controller is displayed.

[23] Job Capacity for Jobs from the Controller

Location	Maximum number of jobs accepted from the controller
Job queue	10 AP (automatic print) jobs. The operator can create more than 10 jobs on the controller. The controller stores the automatic print jobs and sends the jobs to the job queue on the Océ CPS900®. As soon as space becomes available in the job queue, the next automatic print job is displayed.
Mailbox	40 IP (interactive print) jobs. The controller can store more than 40 jobs. The controller sends the jobs to the mailbox on the Océ CPS900®. As soon as a space becomes available in the mailbox, the next interactive print job is displayed.

Jobs on the controller
The maximum number of jobs on the controller depends on the size of the storage device of the controller (the number of jobs is infinite).

About job management on the controller

Introduction

All the jobs are spooled to the controller. If you have an operator-controlled workflow, job management on the controller is the most important step in the workflow process.

The operator can hold or process the jobs, or release them to the printer. In addition, the operator can perform a number of actions before the jobs are ready to be printed.

- Manage the print workflow.
- Check and / or edit the print job settings.
- Manage the job queues and the priority status of the jobs in the queues.

Manage the print workflow

The operator can use special software to manage and edit the print jobs on the controller. The table below describes some examples of actions the operator can do on the controller or via remote access to the controller.

[24] Manage the print workflow

Nr	Action
1	Rasterize or re-rasterize the print jobs.
2	Join different print jobs into one document or make other combinations. Reshuffle pages within a document. (Docbuilder)
3	Optimize color quality and color settings of the print job.

Check and/or edit the print job settings

If necessary, the operator can overrule the printer driver settings.

[25] Check and/or edit the print job settings

Nr	Action
1	Indicate or change the print medium, for example ■ the paper weight ■ the paper type ■ the paper size
2	Change the 'Print mode' ■ 'Automatic' ■ 'Mailbox'

Manage the queue(s)

The controller is the central area within the network where all the print jobs are collected and either held for additional processing or released to the printer. The network user submits the jobs through the printer driver. The operator manages the jobs through special software on the controller. The table below describes some examples.

[26] Managing the Queues

Nr	Action
1	Change the priority of the jobs in the queue(s).
2	Delete or hold jobs in the queue(s).
3	Distribute the jobs over the production print systems. The operator can use additional software tools (Velocity) to optimize the distribution of the print jobs over the available print production systems and manage the workload of the print production systems.

Create a print job

Introduction

The network user creates a print job from his or her workstation. The printer driver allows the network user to define the job settings. The workstation is connected to the network. The network enables the network user to send the print job to the controller.

Before you begin

Make sure that the Océ printer driver is available on your workstation. You can download the printer driver from the Océ website or install the printer driver from the user software cd-rom.

How to print a document

1. Select the print option in your application. The print window of your application appears, for example.
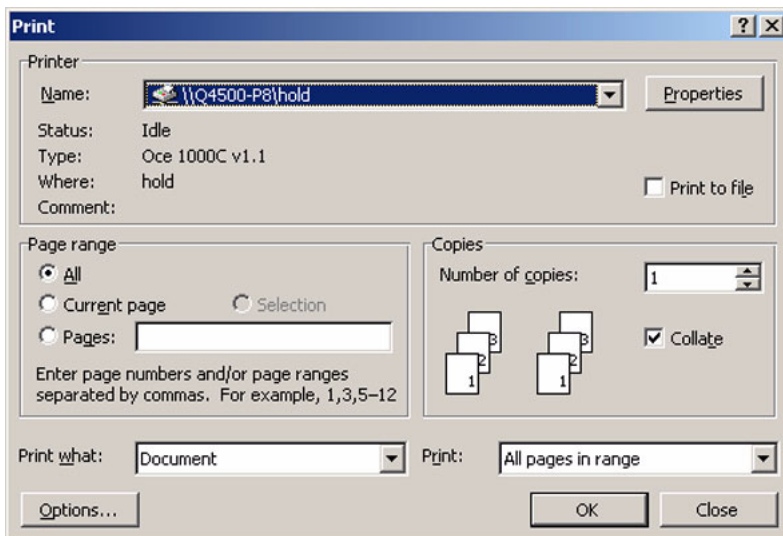
[17] The print window

2. Select the printer driver type of your choice. The printer driver type allows you to define the location where the print job is sent.
3. Enter the page range.
4. Enter the number of prints.
5. Click on 'Properties'. The print window of the printer driver appears.
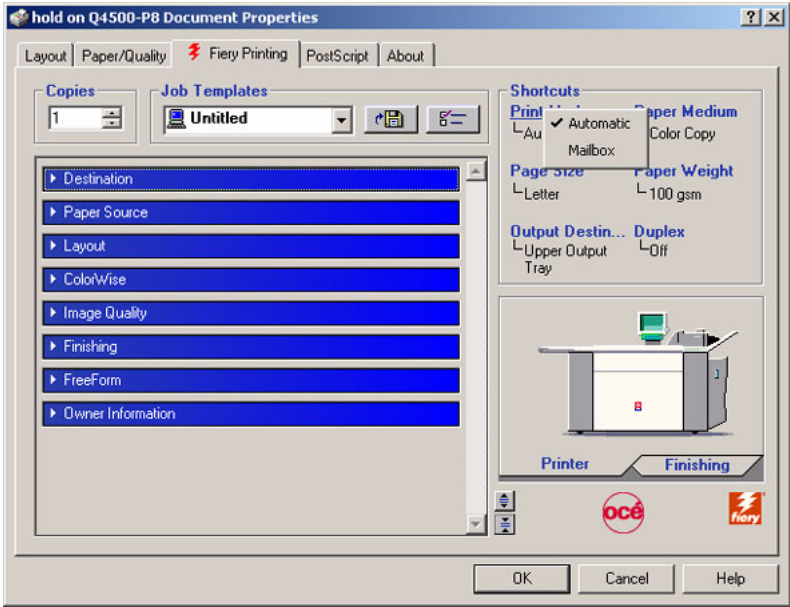
[18] The properties window of the printer driver

6. Define the settings in the print window for the printer driver. The shortcuts on the right-hand side of the print window are a group of the most used settings for the print.

7. Click the blue bars to access the specific settings for the different sections. For example, click the 'Destination' settings to select the 'Print mode'.
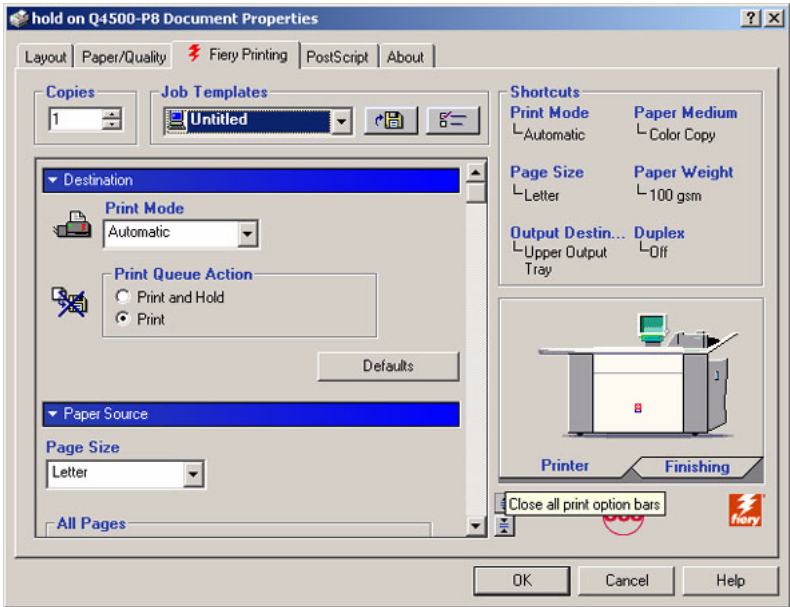
[19] Destination settings

8. Click on 'OK'. The print window of the printer driver closes.

9. Click on 'OK'. The print window of your application closes. The document is sent to the controller. The job passes on to the job queue or to the mailbox.

Manage print jobs on the Océ CPS900®

Introduction

You can set the destination of the print jobs in three different places.
1. In the 'Destination' tab of the Océ printer driver.
2. In a workflow application via the controller such as Command Workstation.
3. In the 'Workflow' settings on the operator panel of the Océ CPS900®.

Note: *A situation can arise in which the destination settings contradict eachother.*

Print job management for the key operator on the Océ CPS900®

Only the key operator of the Océ CPS900® can change the settings for the 'Workflow' in the 'KOS editor' (see "Access the KOS editor" in the Configuration and maintenance manual). The workflow settings overrule the destination settings defined through the controller and the Océ printer driver.

The key operator must select one of the four options.

[27] Key operator options on the operator panel

Option	Description
'Automatic'	All print jobs from the controller go into the job queue.
'Mailbox'	All print jobs go into the mailbox, including the automatic print (AP) jobs from the controller.
'Automatic and Mailbox'	Automatic print (AP) jobs go into the job queue and interactive print (IP) jobs go into the mailbox.
'None'	The Océ CPS900® cannot receive any jobs.

Chapter 3
Print Jobs on the Océ CPS900®

océ

Printing From the Mailbox

About the mailbox

Introduction

The Océ CPS900® has a 'Mailbox'. This is a digital storage area. The 'Mailbox' stores the print jobs from the network users.

A job from the mailbox that is sent to the job queue is a copy of the job in the mailbox. The original job remains in the mailbox. In the 'Workflow' menu of the job editor, you can define that you want to save the changes to the mailbox.
To remove the job from the mailbox, the operator must delete the job.

Note: *In the system manager you can define that changes in a print job are stored in the mailbox ('Save settings').*

The mailbox

[20] The mailbox

Job order in the mailbox

When the operator opens the mailbox, the latest job is highlighted at the top of the mailbox queue. New jobs which come into the mailbox while the mailbox is open, are added at the top of the queue.

Use the star arrow keys ⬦ to select a job in the mailbox.

[28] Function of the star arrow keys in the mailbox

Part	Function
Arrow-up key	Select the jobs one by one in upward direction.
Arrow-down key	Select the jobs one by one in downward direction.
Arrow-left key	Select the job at the bottom of the screen.
Arrow-right key	Select the job at the top of the screen.

Actions in the mailbox

When the operator opens the mailbox, the following is displayed:

[29] Mailbox information

Information	Displayed features
The jobs in the mailbox	■ the document name ■ the user name ■ set length (number of pages) ■ run length (requested number of prints) ■ the paper type (first paper type in the job) ■ the arrival-time in the mailbox (mm/dd hh:mm)
The check marks	Indicate the jobs that the operator has sent to the job queue before, but that were not deleted. A job that does not have a check mark is a job that has not yet been sent to the job queue.
Title bar: arrow-up or arrow-down icon	If the list is longer than the screen, the icons indicate that there are jobs at the top or bottom of the mailbox that are not displayed.
Title bar: number	The number behind the icons indicates the number of jobs in the mailbox and the number of selected jobs.

You can take the following actions on the jobs in the mailbox:

[30] Actions in the Mailbox

Action	Description
'Edit...'	Edit the settings in the job ticket.
'Select all'	Select all jobs in the mailbox.
'Select new'	Select the jobs in the mailbox that have not yet been sent to the job queue.
'Select done'	Select the jobs that have been sent to the job queue at least one time.
'Delete'	Delete the selected jobs.

Use the star arrow keys to scroll through the list of jobs.

Print from mailbox

Introduction

To print a job from the mailbox, you must open the mailbox and select a job.
You can select a single job in the mailbox or use the selection keys 'Select all', 'Select new' or 'Select done' to select multiple jobs.

There is a second method for selecting multiple jobs.
Use the star arrow keys [⬦] to navigate to the required job and press the round selection key [⬦] to select the job.

Illustration

[21] Printing a Single Job

How to print a single job

1. (Press the key for the 'Mailbox'.)

   Note: *You only do this if the mailbox view is collapsed.*

2. Select the job with the star arrow keys [⬦].
3. Press the start key [⬦].
   To change settings for this job, (see).

How to print multiple jobs (1)

1. (Press the key for the 'Mailbox'.)

    Note: *You only do this if the mailbox view is collapsed.*

2. Select the jobs using the selection keys 'Select all', 'Select new' or 'Select done'.
3. Press the start key ◈ .

    Note: *You can not change the number of prints, the printer uses the number of prints that is defined in the jobs. The 'Edit...' function cannot be used when you select multiple jobs.*

Illustration

[22] Printing Multiple Jobs

How to print multiple jobs (2)

1. (Press the key for the 'Mailbox'.)

   Note: *You only do this if the mailbox view is collapsed.*

2. Use the star arrow keys [⊕] to navigate to the required job in the mailbox.
3. Press the round selection key [⊕] to select the job.
   You can also use the round selection key [⊕] to deselect a job.
4. Repeat steps 2 and 3 for all the jobs that you want to select.
5. Press 'Start' to print the jobs.

   Note: *You can not change the number of prints, the printer uses the number of prints that is defined in the jobs. The 'Edit...' function cannot be used when you select multiple jobs.*

Editing a Job in the Mailbox

Introduction

You can change several settings for a job in the mailbox. In the 'Workflow' menu of the job editor you can define to save the changes of the job to the mailbox (The system also stores the changes in the mailbox when 'Save settings' in the 'System manager' is selected).

The job in the job queue is a copy of the mailbox job.
You can use the job in the mailbox as often as required. You can delete the job from the mailbox if the job is no longer required.

To edit a job in the mailbox, select the job and press 'Edit...'.
After that a new job is generated and appears in the job queue. At the same time the job editor opens with the available job settings. The values of the settings are defined in the mailbox job.

You can change the following settings for the job in the mailbox:
- The number of prints.
- All the 'Print' settings in the 'Output', 'Sheet', 'Layout' and 'Image' menus.
- The 'Workflow' settings 'Save settings', 'Check first set' or 'Set account number'. The number of prints, 'Check first set' and account number are not saved in the mailbox when 'Save settings' is selected.

Note: *'Edit...' is only available if you select one mailbox job at a time.*

How to edit a job in the mailbox

1. Press the 'Expand mailbox' key.
2. Use the star arrow keys ⊕ to select a job.
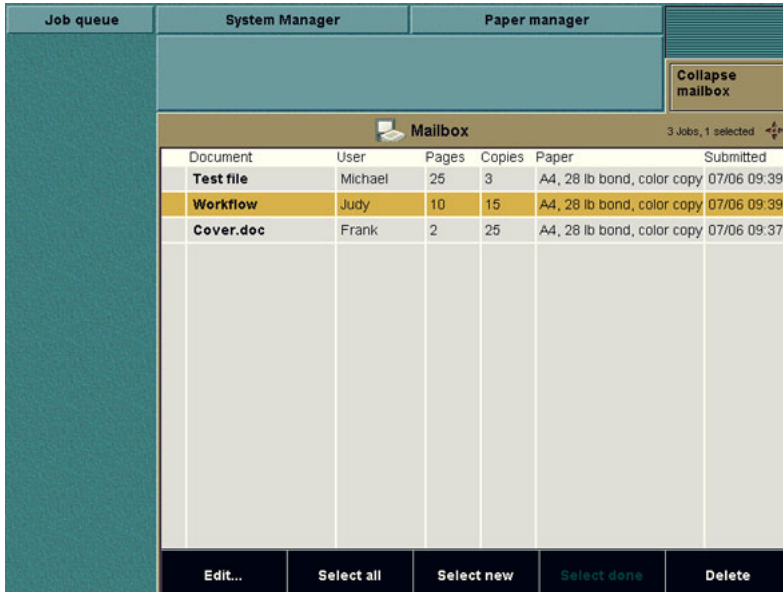
[23] Selecting a Job in the Mailbox

3. Press the 'Edit...' key. A job is generated in the job queue. The job editor opens.
4. Define the settings in the job editor.
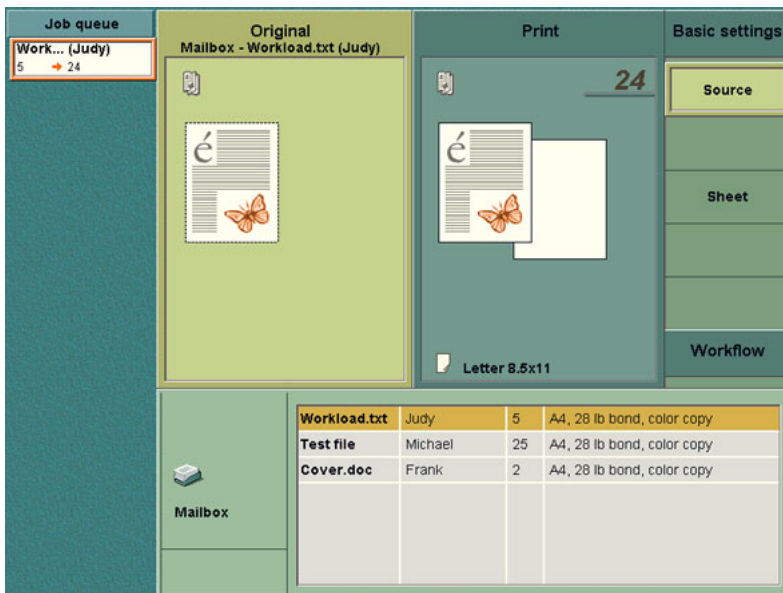
[24] Edit a mailbox job

5. Press the Start key ⬦.

Delete a job from the mailbox

Introduction

The jobs in the 'Mailbox' are not deleted automatically after you print your jobs.

In the following situations, the jobs in the set memory are automatically deleted.
- The key operator must do a key operator maintenance ('KOM') action. The Océ CPS900® turns off and all the jobs are deleted.
- The Océ CPS900® enters 'Sleep mode' or 'Low power mode'. The system setting 'Keep data in ECO mode' is set to 'No'.
- The Océ CPS900® shuts down.

Purpose

The mailbox is not a storage area for print jobs. The productivity of the Océ CPS900® decreases if the completed jobs are not deleted at regular intervals.

Note: *The 'Delete' function is not reversible and the Océ CPS900® will not ask you to confirm the 'Delete' action.*

Illustration

[25] Delete a job from the mailbox

How to delete a job from the mailbox

1. Press the key for the 'Expand mailbox'.
2. Use the star arrow keys ⊕ to scroll to the job you want to delete.
3. Press the 'Delete' key.

Note: *You can also clear certain jobs or even the complete mailbox. Press 'Select done' or 'Select all' before you press 'Delete'.*

General Print Actions

Defining Extended Print Settings

Introduction

The Océ CPS900® allows you to print a complete document, for example a report, a brochure, a folder or a calendar.
Press the 'Print' key in the job editor to define the settings.

Note: *The settings for original are read-only. Define those settings when you create the print job in the printer driver or on the controller.*

Define the settings for Print -> Output
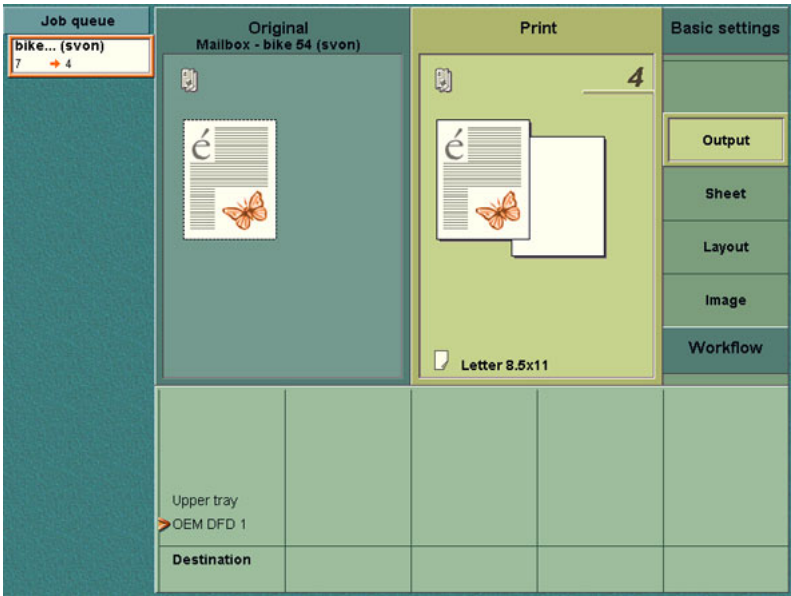
[26] The Settings for Print -> Output

[31] Output Settings

Menu	Settings	When to do
'Output'	'Destination'	The setting indicates the tray where the prints are collected. You can select the following trays: ■ 'Upper tray' ■ 'Lower tray' or the name of the external finisher device when installed. **Note:** *When 'Deposit behavior' is set to 'Overflow' (**output tray linking**), the 'Destination' setting displays 'Overflow'. You cannot select a destination (see 'About the KOS editor' in the Configuration and maintenance manual).*

Define the settings for Print -> Sheet
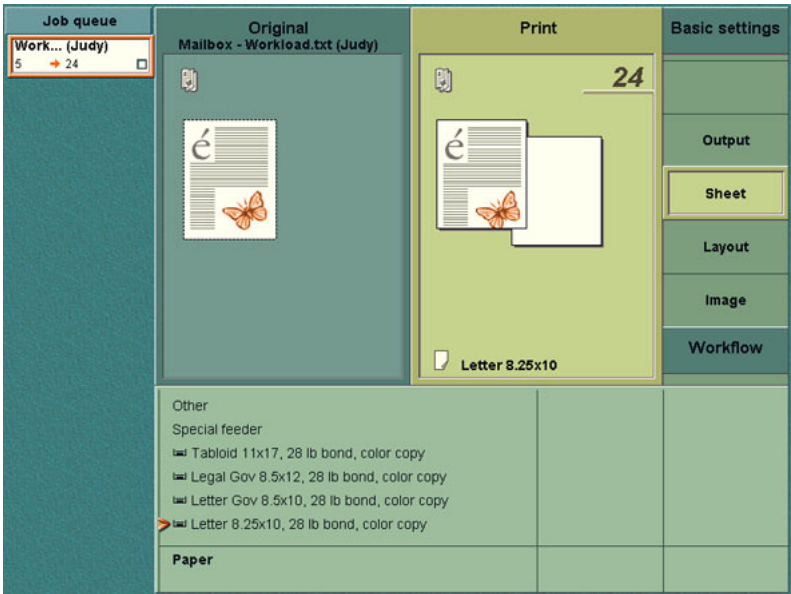
[27] The settings for Print -> Sheet

[32] Sheet settings

Menu	Settings	When to do
'Sheet'	'Paper'	This setting indicates the paper type. The list is based on the current contents of the four paper trays. The operator can select a paper type that is in the trays. Select 'Special feeder' if you want to feed specials one by one. Select 'Other' if the paper type is not in the list.
	'Other'/ 'Special feeder'	To define a paper type that is not in one of the paper trays, select 'Other' or 'Special feeder'. The screen displays four new options to describe the paper. You can indicate the following. ■ 'Size' ■ 'Type' ■ 'Weight' ■ 'Medium'.
	'Size'	You can define the size of the paper.
	'Type'	To define the paper type, select 'Normal' or 'Type 1' through 'Type 5'.
	'Weight'	You can indicate the weight of the paper. Use the star arrow keys ⬦ to define the weight (75-250 g/m^2 or 20 lb. bond-140 lb. index).
	'Medium'	You can indicate the medium for the print ('Color copy', 'plain paper', 'Coated paper', 'Transparency', 'Other').

Define the settings for Print -> Layout
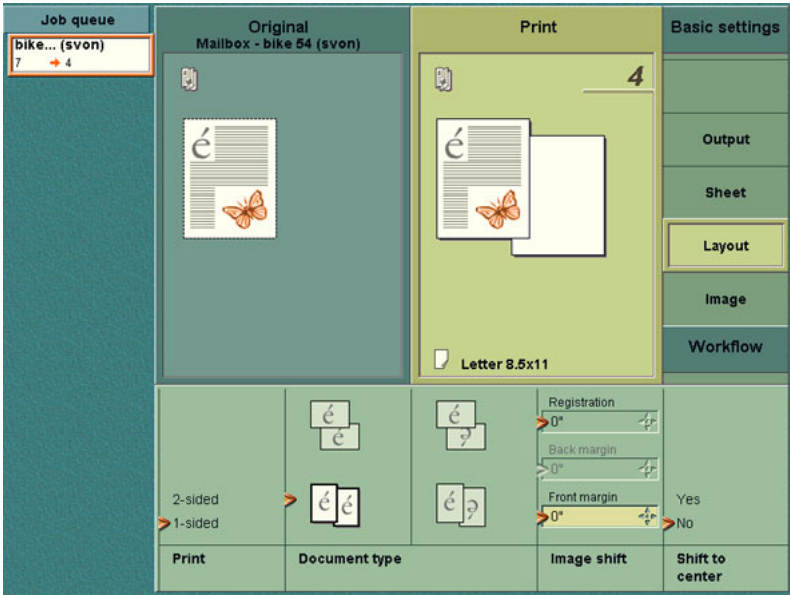
[28] The Settings for Print -> Layout

[33] Layout Settings   (1 – 2)

Menu	Settings	When to do
'Layout'	'Print'	The setting 'Print' indicates that a print is 1-sided or 2-sided.
	'Document type'	The icons display the following: ■ Content orientation. How the information appears on the sheet. ■ The binding edge of a 2-sided document (portrait or landscape). A 2-sided document can turn on the long edge or the short edge.

[33] Layout Settings (2 – 2)

| | 'Image shift' | ■ The front/back margin setting indicates the move of the image on the front and the back of the print with respect to the binding edge. You can move the margin from -100 mm / -4 inches to +100 mm / + 4 inches. Use 'Margin shift' for example to bind or punch a document.
The setting for 'Back' is only available for a 2-sided print.
■ The 'Registration' indicates the move (front and back side of the sheet) of the image with respect to feeding edge of the paper, this is the long edge for LEF sheets and the short edge for SEF sheets. There is one value for both the front of the print and the back of the print (–5.0 mm / –0.2 inches to +5.0 mm / +0.2 inches). The image on the front and back side are moved in opposite direction.

Note: *Bear in mind that if you select an image shift of -1 mm /-.4 inches, the images on front and back are moved .5 mm / .2 inches (!) to the left of the feeding edge. The result allows you to align the images with respect to each other.* |
| | 'Shift to center' | You can use this setting to put an image into the center of the print. For example, if the print is smaller than the original.
■ 'Yes': The image is printed into the center.
■ 'No': The image is printed in the upper left corner.

If the original is too large, 'Shift to center' determines the part that is copied.
■ 'Yes': The center of the original is copied.
■ 'No': The upper left corner of the original is copied. The upper right corner of the back of the original is copied. |

Define the settings for Print -> Image
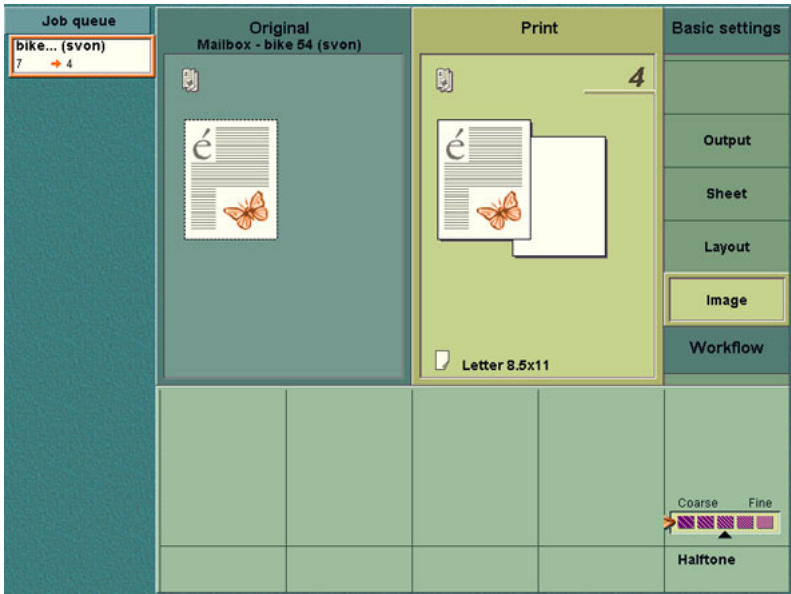
[29] The settings for Print -> Image

[34] Image settings

Menu	Settings	When to do
'Image'	'Halftone'	With this setting you can define the halftone screen to be used for color images in your document. If you adjust the slider, graphic images are shown with a coarser halftone screen (larger dots) or a finer one (small dots). The following halftone values can be selected: very coarse, coarse, normal, fine, very fine.

Define the settings for Workflow
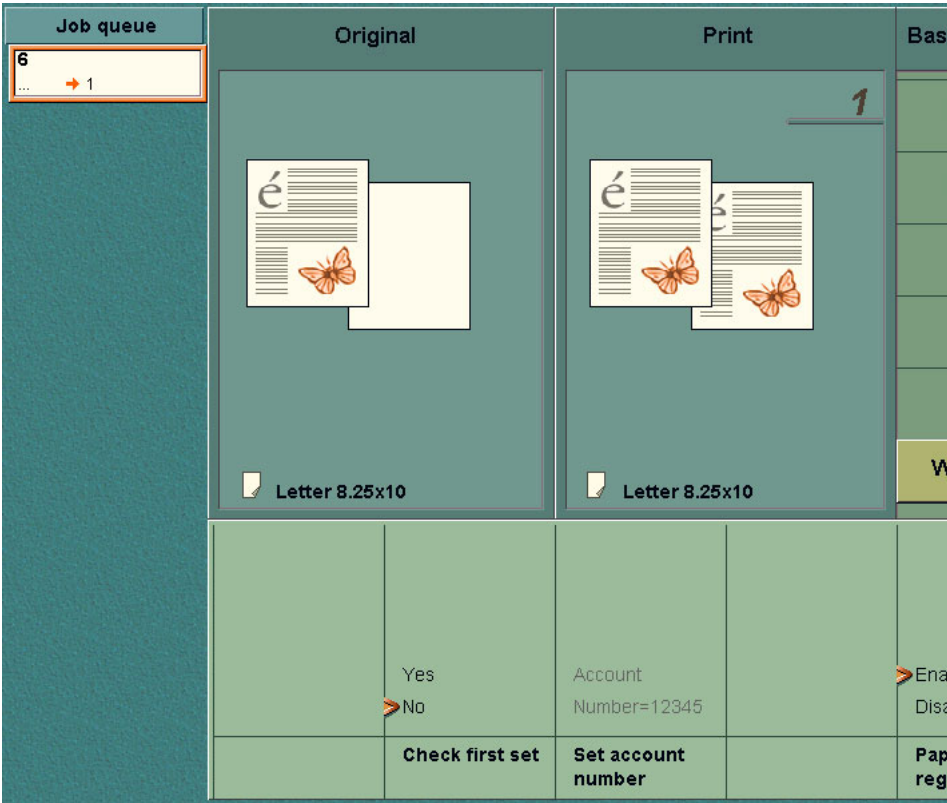
[30] The Settings for Workflow

[35] Workflow Settings   (1 – 2)

Menu	Settings	When to do
'Workflow'	'Save settings'	This setting indicates that changed job settings are saved in the mailbox. In the 'System manager', define the default value.
	'Check first set'	The setting indicates whether a check print should be made (Yes) or not (No) for all print jobs. In the 'System manager', define the default value.

[35] Workflow Settings (2 – 2)

	'Set account number'	The value always shows the current system account number. If a job has no account number and the 'Accounting behavior' is set to 'Job or System', the system account number is used for the job. If the operator manually specified an account number when the job was created, the job account number is used instead of the system account number. If the 'Accounting behavior' is set to 'System' the system account number is always used (if an account number was specified when the print job was created, this number will be overruled by the system account number).
	'Banner'	The operator may decide to disable banners for a particular mailbox job. This setting is only enabled for mailbox jobs and if banners are defined in the printer driver. The machine selects paper tray 4 to print banner pages by default.
	'Paper registration'	A job that contains mixed media types can result in lower productivity. When you select 'Disable' the entire job runs with the registration setting for reference material. This will result in maximum productivity.

Combining print jobs

Introduction

A print job can consist of separate mailbox jobs that are put together. Each mailbox job is called a subset. You can combine subsets on the Océ CPS900® into one print job with the Set-build key ⟐.

Note: *Notice the small subset icons in the 'Original' and 'Print' preview areas. In the 'Original' area you see separate subsets, in the 'Print' area you see a combined (1 complete) print job.*

How to combine mailbox print jobs

1. Press the key for the 'Mailbox'.
2. Select a job.
3. Press the key for 'Edit...'.
4. The job editor opens. You can edit the settings.
5. Press the key for 'Source' in 'Original'.
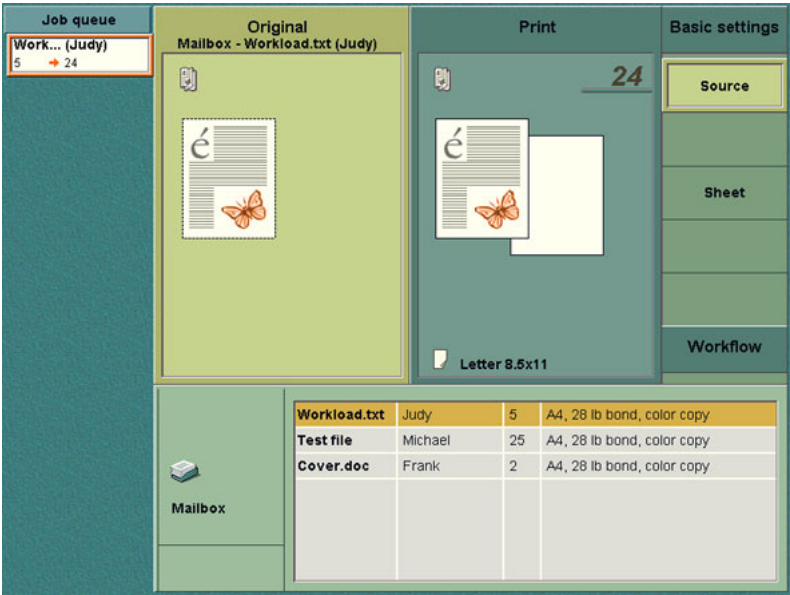
[31] Source of the original

6. Select the next print job (subset) in the mailbox.
   Use the Set-build key ⟐ to add the next mailbox.
7. Edit the job settings.

Note: *The arrow pointers which indicate the selected settings can appear in 2 variations. A solid arrow* ⟐ *indicates that the setting is the same in all the subsets*

in the print job. A transparent arrow ▷ *indicates that the setting is ambiguous, e.g. subset 1 is 2-sided whereas subset 2 is 1-sided. As soon as a difference appears in the same setting, the arrow becomes transparent. The transparent arrow indicates that this particular setting has more than 1 value.*

8. Repeat the steps 5, 6 and 7 for all subsets.

   Note: *You will notice that with every subset you create, an icon is added in the left upper hand corner of the 'Original' and 'Print' section of the operator panel.*

9. Enter the number of prints and press the Start key ◈.

How to delete a subset

1. Press the Correction key C on the operator panel. The screen displays the message 'Delete last subset?'

   Note: *Press the Correction key* C *three times if the default settings and the number of prints in this subset were changed.*

2. Press 'Yes' to delete the last subset.
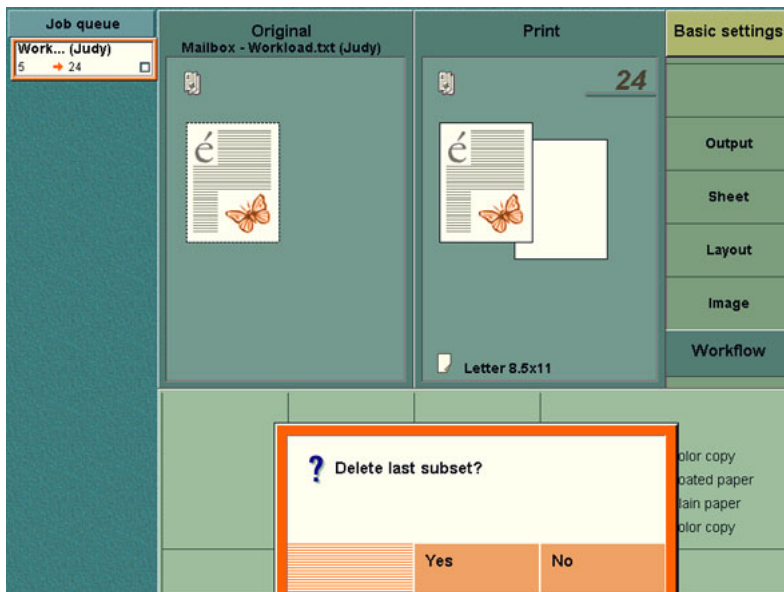
[32] Delete a subset

Note: *Each time the operator presses the Correction key* C *, the last subset is deleted. This means that you can delete more than one subset. Remember the following. When you have deleted the last subset and you press the Correction key* C *again, the job is deleted.*

Use the special feeder

Introduction

The special feeder is a separate paper feed option that the operator uses independently or in combination with the four paper trays in the paper compartment. This option allows the Océ CPS900® to accept paper that does not come out of the paper trays. The operator manually feeds one sheet at a time.

Note: *The special feeder accepts minimum A4/Letter and maximum A3/Tabloid size paper (minimum paperweight 75 g/m^2 or 20 lb.bond, maximum paper weight 250 g/m^2 or 140 lb. index). You cannot use full bleed materials in the special feeder*

When to do

Use the special feeder to insert single sheets of paper into a job. The special feeder can be used in case you have no access to the paper trays or if you do not want to change the configuration of the paper trays.

How to use the special feeder

1. Edit the job in the mailbox or send a print job that includes 'Special feeder' to the printer.
2. Define the settings for 'Print', 'Sheet'.
3. Indicate 'Special feeder'.
4. Adjust the 'Size', 'Type', 'Weight' and 'Medium'.
5. Enter the number of prints and press the Start key ◈.

Result

The operator panel displays the message 'Load special feeder'. The operator manually puts the paper into the special feeder and the job starts.

How to stop a job

Introduction

You can stop a job in two different stages.
- While the system prints a job
- While the operator edits the settings for a job.

Stop while the system prints a job

[36] Stop behavior while the system prints a job

If the operator wants to stop a print job at ...	Then the operator must press the Stop key (⬚) ...
the end of the set	one time
the end of the page	two times with a space of one second

Note: *If the print job stops, the screen of the operator panel displays the message 'Print job stopped'. Press the key for 'Cancel' to cancel the print job or press the key for 'Resume' to continue the print job.*

Illustration
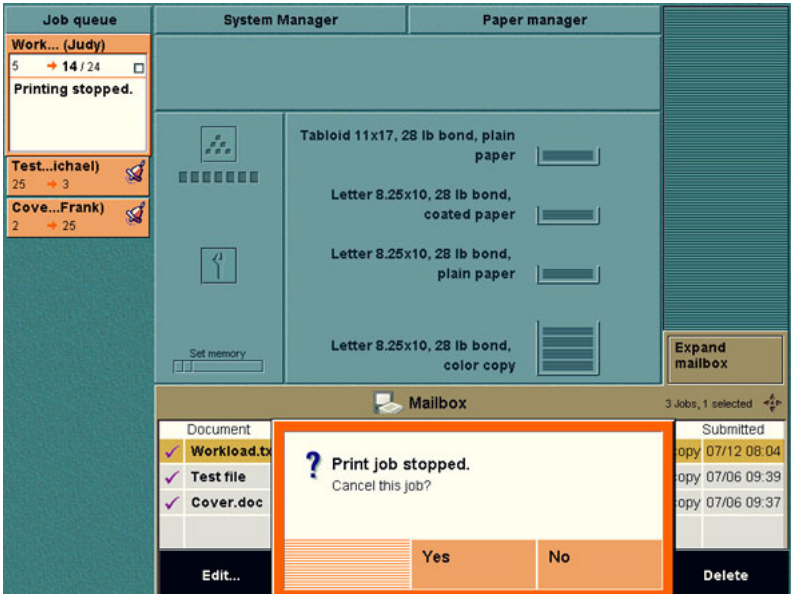
[33] Print job stopped

Stop while the operator defines the settings for a job

[37] Stop behavior while the operator defines the settings for a job

If the Correction key (C) is pressed ...	**Then ...**
one time	the number of prints is set to 1
two times	all the settings are set to the default value of the template
three times	the operator panel returns to the main screen with the standard templates

Note: *Remember the following: When the operator uses set-build, the Correction key (C) has a different function. Press one time, the number of prints is set to 1. Press two times, all the settings are set to the default value of the template. Each next time the Correction key (C) is pressed, the last subset is deleted.*

Chapter 4
The Job Queue

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About the Job Queue

Introduction

The operator can manage job queues on the controller (see '*About job management on the controller' on page 57*) and on the Océ CPS900®. The Océ CPS900® offers the operator a number of functions to manage and / or edit the jobs in the job queue on the printer.

When you are not in the job editor and the main screen is active, you can scroll through the job queue if you use the Up and Down arrow keys ⬍ at the left side of the screen. To **view** the settings of a job in the job queue, press the round selection key ⬍ . You can navigate through all the menus for the 'Original' and 'Print '. To close this view again, press the selection key again.

To manage the jobs in the job queue you have to open the 'Job queue'. In the job queue you can select a job with the Up and Down arrow keys ⬍ and perform the following actions (see '*Actions in the job queue' on page 92*).

- Approve a job.
- Delete a job.
- Move a job to the top of the job queue.
- Hold or release the job.

The jobs in the job queue are processed automatically from the top to the bottom. New jobs are added at the end of the job queue. If the job at the top has an error or a contradiction, the Océ CPS900® stops.

A job is removed from the job queue when the last sheet is printed and delivered at its destination.

Queued jobs

A job in the job queue displays the following information.

Original counter	Message	Progress counter	Time to finish-estimate	
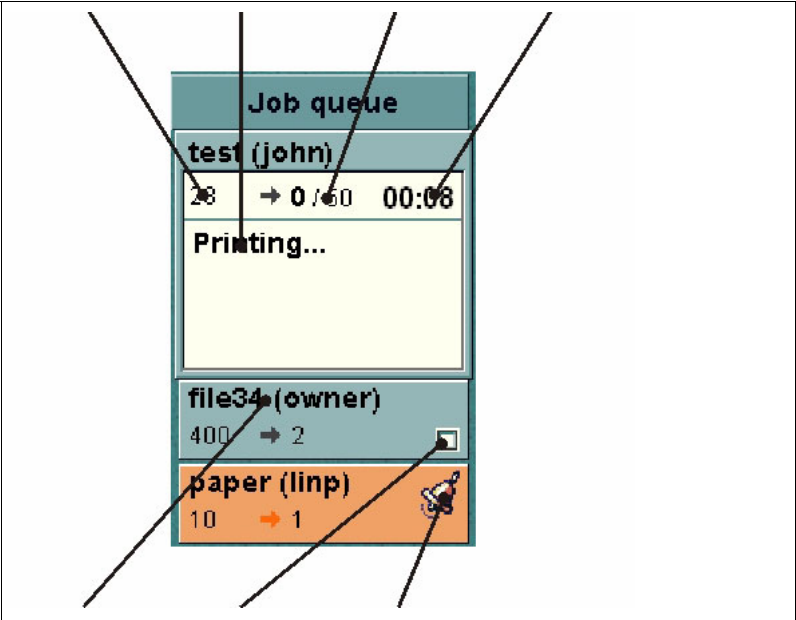
File name and sender	Check first set	Status		

[34] Queued jobs

[39] Information in the job queue

Displayed information	Description
File name and sender	If the file name is available (e.g. print jobs from the controller), the job name is the file name. When the job comes from the 'Mailbox', the sender is displayed. If the screen does not have enough space for the text, only a few characters are displayed.
Status	A job is displayed in gray blue if the job is processed. A job is displayed in amber if the job is processed but can not be printed. This status occurs when the job is on hold or if there is an error. ⚠ The triangle graphic. This graphic refers to an active request. 🔔 The alarm bell graphic. This graphic refers to a waiting request.
Progress counter	The progress counter counts up to the required number of sets or prints. The required number is the number that the operator entered with the numeric keys.
Original counter	The original counter shows the number of pages of the original and adds up the pages until the total is reached. When you use the Set-build key ⊕, the total number of originals is displayed.
Time to finish-estimate	The upper right corner of each job in the job icon displays an estimated time to finish-value in hours and minutes. This time to finish-value indicates the estimated time the Océ CPS900® needs to complete the job.
Message	The job icon of active jobs has space for text messages.
Check first set	The printer prints the first set. Then a dialog will appear to 'Approve' (the job will continue) or 'Reject' (the job will stop) the job.

Job queue manager

[35] The Job Queue

The operator must select a job or press the key for the 'Job queue' to see more information about the jobs. The operator can see the following.

Displayed information	Description
File name, user name, job number	The file name and the user name or the job number are displayed.
Tray 1 Tray 2 Tray 3 Tray 4	The blue bullet in one of the four paper tray columns indicates which paper tray is used for each job. The paper type for each paper tray is not indicated.
Destination icon	Gives a graphical presentation of the print job output destination.
Messages	The screen can display different messages, for example error messages. If a job is on hold, a message is displayed in the last column.

Actions in the job queue

Introduction

To print the jobs, the operator must send the jobs to the job queue. The Océ CPS900® has different features that help the operator to manage the jobs.

You can perform the following actions on the jobs in the job queue.
- Select a job and inspect the settings of that job.
- Approve a job.
- Delete a job from the job queue.
- Move a job to the top of the job queue.
- Hold and release a job.
- Stop after this.

Note: *When there are more jobs than the job queue can display, a job bar is displayed and part of the job queue is collapsed. The job bar shows the number of jobs that do not fit in the screen. The operator can use the arrow-up key and the arrow-down key to scroll through the jobs and display the collapsed jobs.*

[36] The collapsed jobs in the queue

The job queue manager

Before you perform an action in the job queue, you must select a job. Use the arrow-up key or arrow-down key ⬍ to select a job.
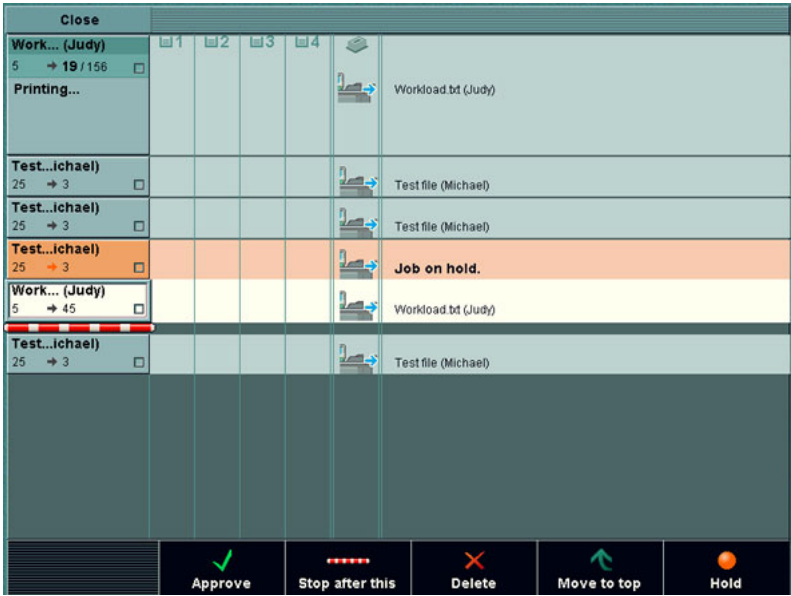
[37] Actions in the job queue

[41] Possible actions in the job queue (1 – 2)

Action	Function
View job settings	■ Select a job in the job queue. ■ Press the round selection key ⬍ to open the job. The settings of the job appear. Press the Selection key ⬍ again to close the view.
'Approve'	This option is enabled when you select a job that will stop because of 'Check first set' selection. If you press the key for 'Approve', the job will continue after the first set is ready. **Note:** *You can also 'Approve' a waiting job in the job queue. This indicates that this job can be approved before the job starts.*

[41] Possible actions in the job queue   (2 – 2)

Action	Function
'Delete'	■ Select a job in the job queue. ■ Press the 'Delete' key. A box asks for a confirmation. You can delete all the jobs in the job queue except the jobs that are printing. Press the Stop key ⊘ or the Correction key ⓒ to cancel the jobs that are printing (see *'How to stop a job' on page 85*).
'Move to top'	■ Select a job in the job queue. ■ Press the 'Move to top' key. The selected job is moved to the top of the queue below the current job. The selected job is moved to the top of the job queue. The job is printed after the current job is ready. If the job is already on the top position, 'Move to top' is disabled. You can use this function for example to bypass a job that has a start contradiction and that cannot continue.
'Stop after this'	The Océ CPS900® will not continue printing jobs when the queue reaches this bar. ⓘ **Note:** *You have only one 'Stop after this' bar at your disposal. You can reposition the bar at another position in the job queue. To move the bar, press the arrow-up or arrow-down keys and press the key for 'Stop after this' again. To remove the bar, select the bar with the arrow-up and arrow-down keys and press the key for 'Delete'.*
'Hold'/ 'Release'	To print a job later, the operator can 'Hold' the job and 'Release' the job when needed. ■ Select a job in the job queue. ■ Press the key for 'Hold' to hold the job. The name of the 'Hold' key changes into 'Release'. ■ Press the key for 'Release' to remove the hold function of the job. The color of the job bar changes to amber for a job on hold and to gray blue for a released job. ⓘ **Note:** *You cannot hold the jobs that are printing.*

Chapter 5
Accounting

About Accounting

Introduction

The Océ CPS900® has an accounting function that enables you to save certain information about a print job in an accounting log file. You can use the information in this log file to calculate prices or generate statistics about the print jobs on the Océ CPS900®.

When you start a print job on the Océ CPS900® you enter an account number before the job is started. The Océ CPS900® creates an accounting record for this job. This accounting record is sent to the controller. The controller stores the information in the accounting log file.

You can retrieve the accounting log file from the controller for use in e.g. a database application.

The accounting information

Access the stored accounting information

You can access the stored accounting information through a webserver on the controller.

On the controller you find an active account log file and one or more inactive files. The active file is the current account log file. This file is opened at 24.00 hours and is active for one day. After one day this file becomes inactive. The active file has the extension .ACL. The inactive files that can be accessed have the extension .CSV.

When the Océ CPS900® initializes, a message is sent to the controller. The contents of this message describe which information is sent to the controller and stored in the account log file. The table below gives an overview of the information that the account log file can store.

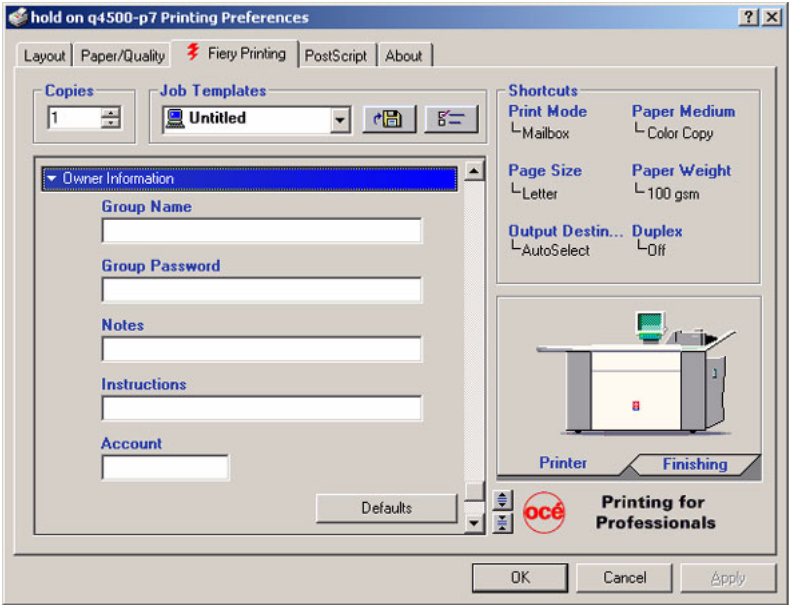[42] information in the account log file   (1 – 3)

Type of information	Field name	Field description
Metadata:	<recordtype>	The record type defines which accounting information is stored.
General information:	■ <jobid> ■ <jobtype> ■ <date> ■ <time> ■ <result> ■ <username> ■ <jobname>	■ Job identification. Every print job has a unique identification number. ■ There are 3 job types: -automatic jobs (AP) are started from the controller and sent to the printer; -interactive jobs (IP) are started from the mailbox; -system jobs are test jobs. ■ The date (and time) indicate(s) when the job was started on the printer. ■ The completion status. This is the status of the job completion (Done / Abort /Error). ■ The name of the user of the job (max 40 characters), only applicable for print jobs (AP/IP), data provided by the controller. ■ The name of the job, only applicable for print jobs (AP/IP).

[42] information in the account log file   (2 – 3)

Type of information	Field name	Field description
Accounting information:	■ <accountgrp> ■ <accountnum>	■ The account group name is only available if it is entered at job submission (Alphanumeric, free text). The account group name is entered in the "Owner information" tab of the printer driver, (see figure *38 on page 100*). ■ The account number can be set at job submission or can be set in the System Management screen. The five-digit account number is provided to distinguish between different customers or cost centers. It is not used for access control. The account number is entered in the "Owner information" tab of the printer driver, (see figure *38 on page 100*).

[42] information in the account log file   (3 – 3)

Type of information	Field name	Field description
Number of:	■ <nofscanripa3-4> ■ <noffinishedsets> ■ <nofprinteda3-4lc> ■ <nofprinteda3-4lbw> ■ <nofclicks> ■ <nofsimp0-4> ■ <nofdup0-4>	■ Scanned/ripped tabloid or letter-standard like images. ■ Finished sets ■ Printed color tabloid or letter-standard like images. ■ Printed black and white tabloid or letter-standard like images ■ Total number of clicks (= Letter-standard like + 2x tabloid like) ■ Used 1-sided images from the special feeder (0) or the four paper trays (1-4) ■ Used 2-sided images from the special feeder (0) or the four paper trays (1-4)
Paper related data:	■ <paperformat0-4> ■ <papertype1-4> ■ <paperweight1-4>	■ Format of the paper in the special feeder or the four paper trays when the job is finished. ■ Type of paper in the four paper trays when the job is finished. ■ Weight of the paper in the four paper trays when the job is finished.

[38] Owner information printer driver

In order to access the account log files on the controller (Océ 960C and Océ 1000C) you enter the following URL in your webbrowser:

http://<controller_hostname>/Accounting/

Note: *Do not forget to end with a slash (/).*

Configure the accounting settings

Introduction

In the 'KOS editor', 'Workflow' menu you can change the 'On account log full' and the 'Accounting behavior' settings.

The 'On account log full' setting changes the behavior of the system in case of a fault situation and a full account log buffer. If the connection between the controller and the printer is lost, the accounting information can not be sent to the controller. The printer stores this information temporarily in the account log buffer of the printer. The account log buffer can hold 50 jobs. When the connection to the controller is restored, the information is sent from the buffer to the controller.

A situation can arise in which the limited space available for storing the account log information is not enough. In such a case, you can choose between the following two settings on the operator panel.

■ **Allow overflow**
  The printer keeps processing jobs even when the account log buffer is full. The system overwrites the oldest account log entries. The result is that the print process is not interrupted. Please note that the account log information that was overwritten can not be retrieved.

■ **Disable new jobs**
  The printer stops processing jobs when the account log buffer is full. When the connection is restored, the information in the account log buffer can be delivered to the controller. The printer can continue the print jobs.

The 'Accounting behavior' setting allows you to choose which account number must be used for the print jobs. The possible values are:

■ **'System'**
  The system account number is always used, no matter what the job account number is.

■ **'Job or System'**
 The job account number is used, but when there is no job account number, the system account number is used.

■ **'Job'**
  The job account number is used. When the job has no job account number this results in a specification contradiction (Interactive Print jobs) or a start contradiction (Automatic Print jobs).

■ **'Operator'**
  For every job you must enter an account number in a dialog that is shown on start (Interactive Print jobs). You also have to enter the account number when you open a job with start contradiction in the job editor (Automatic Print jobs).

Illustration
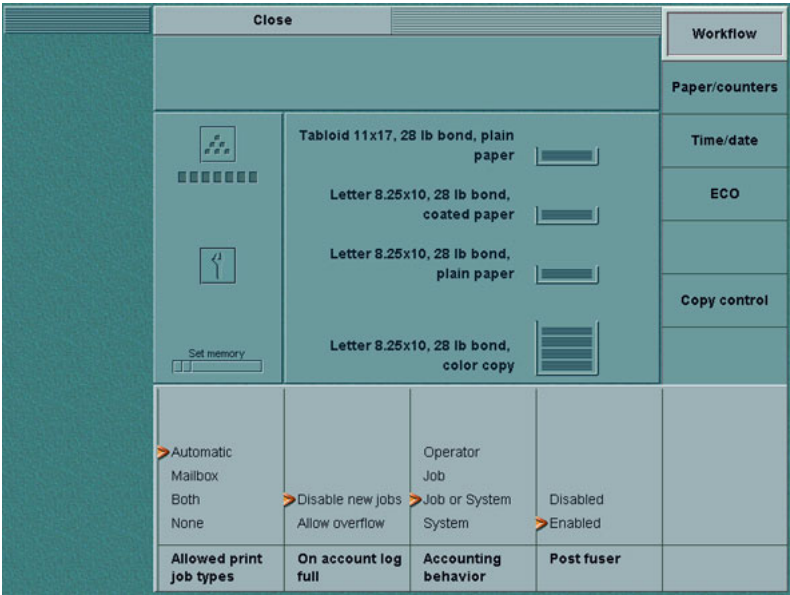
[39] On account log full

How to change the account log setting

1. Access the 'System manager' .
2. Select 'KOS editor'.
3. Enter the key operator PIN code.
4. Select 1 of the 2 options in the 'On account log full' section.
5. Close the KOS editor to activate the new setting.

How to change the accounting behavior

1. Access the 'System manager' .
2. Select 'KOS editor'.
3. Enter the key operator PIN code.
4. Press the 'Accounting behavior' key to select the needed account setting.
5. Close the KOS editor to activate the new setting.

Setting the account number

Introduction

You can change the 'System' account number in the 'System manager'. The account number consists of five digits.
Follow the procedure below to change the 'System' account number.

When to do

Define the 'System' account number when you use the 'Accounting behavior' settings 'System' or 'Job or System'.

Illustration
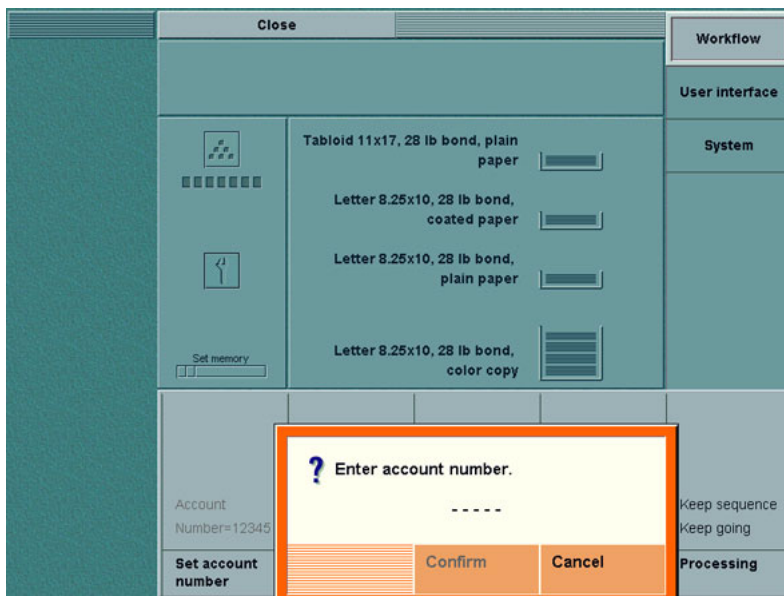
[40] Enter the account number

How to set the account number

1. Press the 'System manager' key.
2. Press the 'Workflow' key.
3. Press the 'Set the account number' key.
4. Enter the account number (five digits).
5. Confirm the account number.

Chapter 6
Maintenance

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How to get information about supplies

Introduction

The system monitor shows information about the supplies in the Océ CPS900®. The icons for the supplies indicate their condition.

The following applies to the supply icons on the system monitor.
- When a supply is nearly empty, the icon for that supply is changed into orange
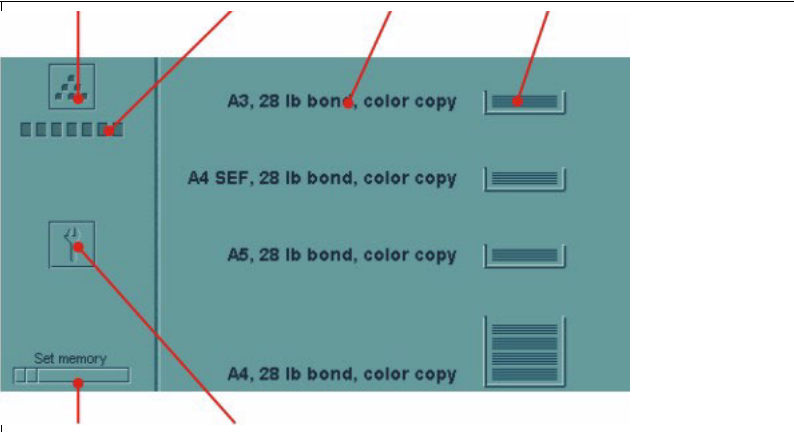- When a supply is empty, the icon for that supply and the box around the icon changes into orange.
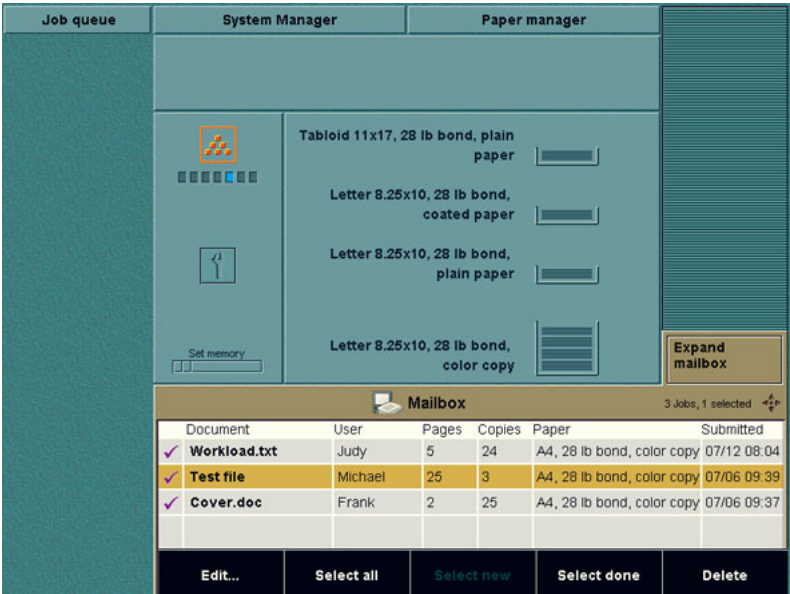
[41] Information about supplies in the system monitor

The information on the system monitor

The system monitor displays the following icons for the supplies:

Toner level	Specific toner unit	Paper tray text	Paper tray icon [1]	

Set memory	KOM action required			

[42] Icons in the system monitor

[1] ▣ Next to the paper tray icon indicates that you have selected 'Adjusted registration' for the paper type.

[44] Icons in the system monitor

Item	Description
Toner level	Represent the levels of the toner reservoirs (the seven little boxes below the toner icon represent the toner colours).
KOM action required	Indicate when a KOM action is necessary.
Set memory	Represent the used set memory.
Paper tray icon	Represent one of the four paper trays.

Note: *The KOM warning icon displays a general maintenance warning. Key operator maintenance is required when the color of the KOM warning icon changes into orange.*

Information about the paper trays

[45] Information about the paper trays

Item	Description
1	The type and the weight of paper in each tray.
2	The level of the paper in each tray ■ When the amount of paper in a paper tray decreases, the number of horizontal lines in the icon for that tray also decreases. ■ When a paper tray contains less than 20 sheets, the final horizontal line in the icon changes into orange. ■ When a paper tray is empty, the edges around the icon and the name of the paper type change into orange.
	The icon indicates that you have selected 'Adjusted registration' for the paper type.

About the refill of the supplies

With regard to the refill of the supplies, the tasks of the operators and the key operators are displayed in the following table.

[46] Refill the supplies

Task	Person responsible
Load paper	Operator
Add toner	Operator (see 'Configuration and maintenance manual')
Add fuser oil	Key operator (see 'Configuration and maintenance manual')
Replace cleaner rollers	Key operator (see 'Configuration and maintenance manual')

Loading Paper

Introduction

The Océ CPS900® has four paper trays and a special feeder. The number of each paper tray is indicated on the paper tray in the paper compartment. The table shows the capacities and the paper sizes of the trays.

[47] The capacities and the paper sizes of the paper trays

Paper trays	Capacities (80 g/m^2 or 20 lb. bond)	Paper sizes EUROPE	Paper sizes USA
'Tray 1' (face-up)	500 sheets	Minimum: A4 Maximum: 305x457 Weight: 75-250 g/m^2	Minimum: US Gov 8x10.5 Maximum: Tabloid Extra 12x18 Weight: 20 lb. bond-140 lb.index
'Tray 2' (face-up)	500 sheets	Minimum: A4 Maximum: 305x457 Weight: 75-250 g/m^2	Minimum: US Gov 8x10.5 Maximum: Tabloid Extra 12x18 Weight: 20 lb. bond-140 lb.index
'Tray 3' (face-up)	500 sheets	Minimum: A4/US Gov 8x10.5 Maximum: Foolscap	Minimum: Letter Gov 8.5x10 / US Gov 8x10.5 Maximum: Legal 8.5x14 Weight: 20 lb. bond-140 lb.index
'Tray 4' (face-down)	2200 sheets	Only A4/Letter Weight: 75-130 g/m^2	Only Letter LEF/A4 Weight: 20 lb. bond-36 lb. bond
'Special feeder' (face-down)	The operator feeds the specials one by one.	Minimum: A4 Maximum: A3 **Note:** *you cannot use full bleed paper.*	Minimum: Letter Maximum: Tabloid 11x17 **Note:** *you cannot use full bleed paper.*

Note: *Appendix A describes the types of paper that the Océ CPS900® can use (see 'Paper tray information' on page 127).*

When to do

You must load paper in the following cases.

■ When the paper tray is empty or nearly empty.
The paper tray is nearly empty when the icon for a paper tray contains an orange line.
The paper tray is empty when the edges around the icon and the name of the paper type are also orange.

■ When the job manager indicates that a job needs a paper type that is not in the trays (see *'The paper manager concept' on page 17*).

Before you begin

■ Take the paper from the pack.
■ Remove the top sheet and the bottom sheet.
■ Hold the pack of paper at the two short sides and bend the paper.

Attention: The outside sheets and the edges of the sheets in a pack of paper can be contaminated with glue from the wrapping. Do not use the contaminated sheets. If the glue reaches the process, the image drum can get dirty. The key operator can not clean the image drum. If the image drum is dirty, a service call is required.

How to load paper in the trays 1, 2 and 3

Attention: The operator only needs the 'Paper manager' when paper of another type or with another weight is loaded. When the operator refills a paper tray with the current paper, the 'Paper manager' is not required.

1. Press the key for the 'Paper manager' to open the 'Paper manager'.
2. Open the paper compartment door.
3. Pull out the paper tray that needs the paper.
4. Put the paper in the paper tray and push the tray back into place. Leave the paper compartment door opened.

Note: *The paper must be loaded face-up in trays 1,2 and 3.*

5. Go back to the 'Paper manager'.
6. Press the key for the tray that you refilled.
7. Define the settings for 'Type', 'Weight' and 'Medium', and close the 'Paper manager'.

Note: *When you change the paper in a tray, the color of the paper description changes to light green.*

8. Close the paper compartment door.

Note: *If a job stops because the job needs a paper type that is not loaded in the paper trays, the operator can select 'Set needed type' in the 'Paper manager'. The operator changes the paper in the paper tray that is used for the job. When the operator closes the'Paper manager', the job continues. (see 'The paper manager concept' on page 17)*

How to load paper in tray 4

1. Press the key for the 'Paper manager' to open the 'Paper manager'.
2. Open the paper compartment door. Tray 4 moves down.
3. Put the paper on top of the stack (long edge feed). Leave the paper compartment door opened.

Note: *The paper must be loaded face-down in tray 4.*

4. Go back to the 'Paper manager'.
5. Press the 'Tray 4' key.
6. Define the settings for 'Type', 'Weight' and 'Medium', and close the 'Paper manager'.

Note: *When you change the paper in a tray, the color of the paper description changes to light green.*

7. Close the paper compartment door. Tray 4 moves up.

Use coated paper

Introduction

Coated material requires a special treatment. The characteristics of coated material will change when the material is heated. The heat will make the material weak. Because of the weakness of the material, the printer must be prepared to deliver the output correctly.

For proper use of coated materials the operator must adjust the coated material guide in the lower output tray. This adjustment is not necessary in the upper tray.

When you select a job that contains coated material, the display will give you no warning to adjust the coated material guide.

The coated material guide can be placed in two positions (active and not active).
- Active indicates that the guide is raised and that coated material is supported.
- Inactive indicates that the guides are lowered and coated material will not be delivered properly.

When to do

Activate the coated paper guides, when...
- you print on coated materials (always).
- you notice gathering problems in the lower output tray for specific thin, flexible or sticky print materials.

Illustration
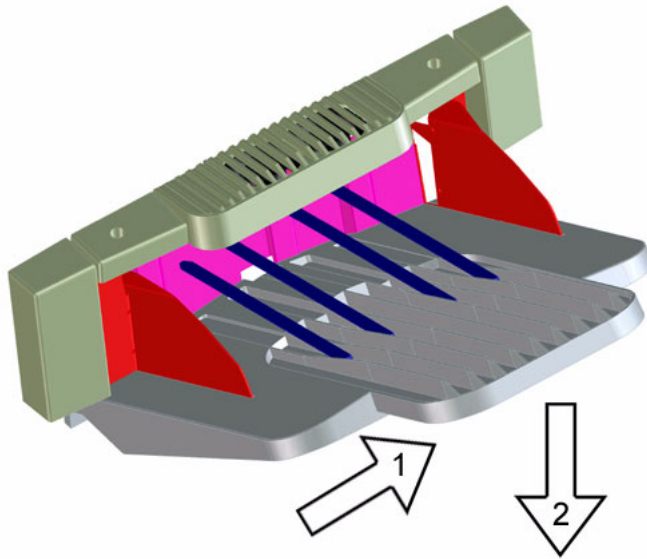
[43] Lower output tray

How to activate the coated paper guides

1. Take the grip under the lower output tray.
2. Press the knob to unlock the grip (1).
3. Pull the grip down until the knob snaps into the locked position (2).

Chapter 7
Problem Solving

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How to Handle Contradictions on the Océ CPS900®

Introduction

The Océ CPS900® does not print a job if the settings do not match or the required supplies are not available. There are three types of contradictions.

- Specification contradictions
  Specification contradictions refer to a combination of settings that are not possible. For example: you want to print transparencies 2-sided. This is a specification contradiction. You can only print transparencies 1-sided. Specification contradictions occur before a job is sent to the queue or mailbox. The screen shows a message.
- Start contradictions
  Start contradictions refer to a combination of settings that are not possible at this moment because the supplies are not present. For example: a job needs transparencies, but the paper trays do not contain transparencies. Start contradictions occur after a job is sent to the queue or mailbox. The job bar displays a warning ( ). If the job is opened, the screen also shows a message.
- Run-time contradictions
  Run-time contradictions refer to the fact that a job stops because a supply has run out (e.g. toner, fuser oil). The job bar displays an error ( ). If the job is opened, the screen also shows a message.

Illustration
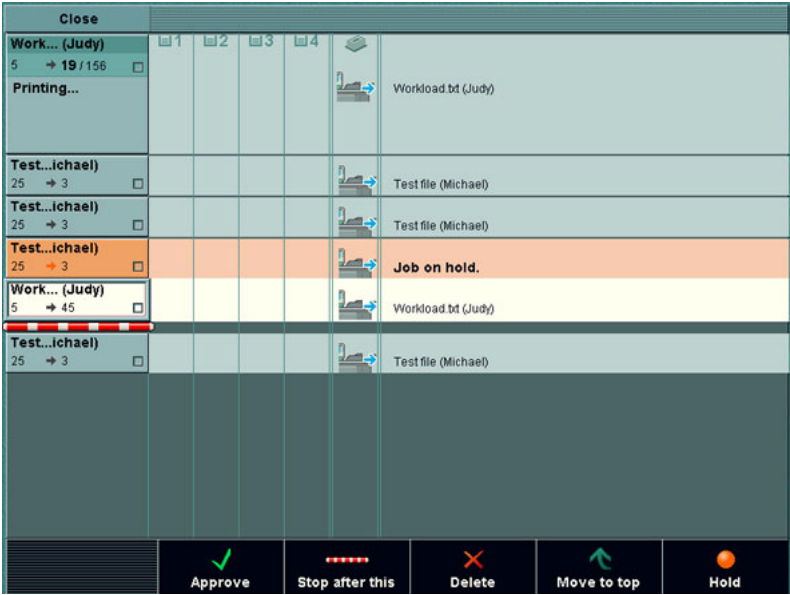
[44] Example of a Start Contradiction on the Océ CPS900®

How to clear specification contradictions

1. Press the round selection key ⬍ to open the job in the job editor.
2. Change the settings according to the specifications of the Océ CPS900®. For example, if you want to print on transparencies, change the 'Print' settings from 2-sided to 1-sided.

Note: *You can also press the start key ◈ twice. This action corrects the invalid setting.*

How to clear start contradictions

1. Press the key for the job queue to open the job queue. The screen displays a message about the type of the contradiction.
2. Close the job queue.
3. Add the required paper (see *'The paper manager concept' on page 17*). The job starts if there are no more contradictions.

Note: *You can also use the arrow-up or arrow-down key to select a job ⬍. Then press the selection key to open the job.*

How to clear run-time contradictions

1. Follow the instructions on the operator panel.
2. Add the required supplies.

How to Handle Errors on the Océ CPS900®

Introduction

> **Note:** *In general, the system makes use of **job persistency**.*
> *This means that after a system restart, the current jobs in the job queue and mailbox are restored.*

If an error occurs, the Océ CPS900® stops to process. The types of errors are the following.

[48] Types of Errors

Types of Errors	Description
Errors that the operator can recover (ORE = Operator recoverable error)	Errors, for example a simple paper jam, that the operator can recover with the help of the operator panel. The screen of the operator panel displays complete information about how to handle the problem (see '*How to handle paper jams on the Océ CPS900®' on page 121*).
Errors that the Océ CPS900® can recover (MRE = Machine recoverable error)	Error, for example a software error, that the Océ CPS900® can recover by a restart. The screen displays the error code (five digits). A message on the screen of the operator panel asks you for example to press the Start key ($\Diamond$) to reset the Océ CPS900®. (see figure *45 on page 120*)
Errors that require key operator maintenance	Errors, for example paper jams in the Central Process Group or the replacement of certain parts, that the key operator can recover. The errors are indicated as follows. ■ The KOM warning icon on the system monitor changes into orange. The key operator must clear the error as soon as possible. ■ The operator panel displays the message 'Maintenance is required'. The key operator must clear the error at once (See 'Configuration and maintenance manual' paragraph 'About key operator maintenance'). The errors can not appear simultaneously.
Errors that require a service call	Errors that the operator, the key operator and the machine can not recover. The screen displays the error code (five digits). Call an Océ service technician to handle this error.

What happens if an error occurs

1. The screen of the operator panel shows a message that an error has occurred.
2. A message asks you to wait for instructions.
3. The job in the job queue has the error status.

Illustration
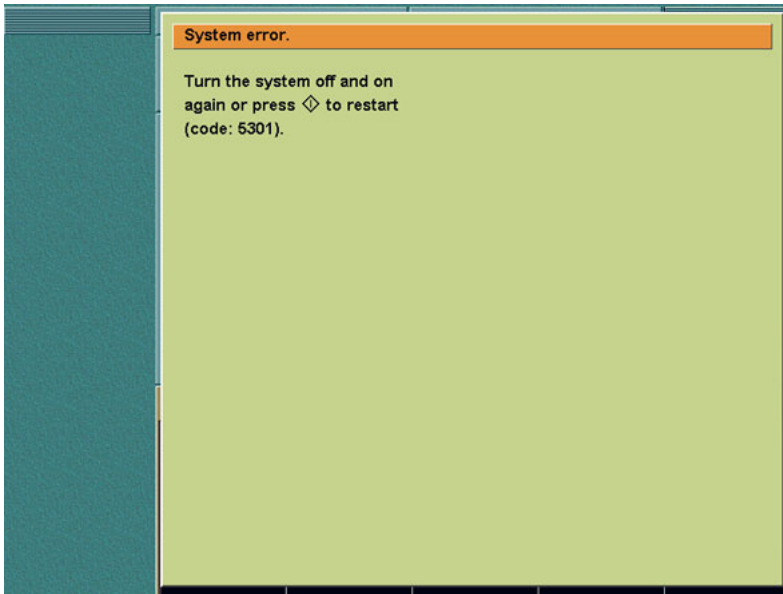
[45] Example of an MRE

How to handle errors

1. Read the information on the screen.
2. Follow the instructions.

> **Note:** *If the Océ CPS900® does not continue after the problem was cleared, the operator must follow the instructions on the screen.*

How to handle paper jams on the Océ CPS900®

Introduction

The Océ CPS900® can have different paper jams. The paper jams can be the following.

- Paper jam in the paper compartment
  If a paper jam occurs in the paper compartment or in the output trays, the print process stops. A message asks you to wait. The operator panel shows an error screen. Error prints are sent to the error tray. Follow the instructions on the screen to remove the paper jam.
- Paper jams in the Central Process Group
  If a paper jam occurs in the Central Process Group, the operator must call the key operator. Only the key operator can clear a paper jam in the Central Process Group (see the configuration and maintenance manual).

The error screens on the operator panel contain two windows. If a paper jam occurs, the print process stops. The feed of new sheets is stopped.
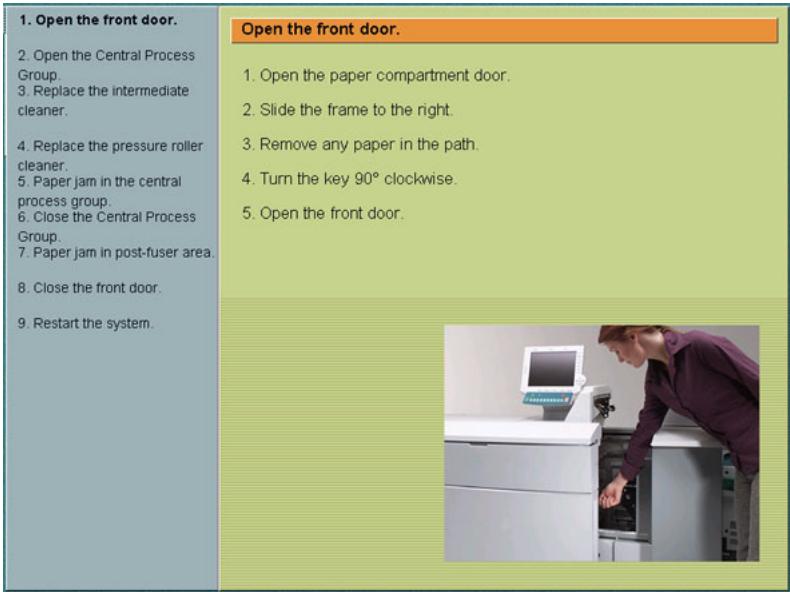
[46] Example of an error screen if a paper jam occurs in the Central process group
The error screens on the operator panel contain two sections. The table shows the contents of the windows.

[49] General description of required actions

Screen	Function
Left-hand section	Show all the steps you must follow to clear the problem. After the operator completes a step, the step is marked with a check mark. After the operator completes all the steps, the error screen disappears.
Right-hand section	Show the part of the Océ CPS900® where the paper jam occurred. Give complete instruction about how the paper jam is cleared.

Note: *Please note that the example above describes a paper jam that must be solved by the key operator. A paper jam in the paper compartment can be solved by the operator. The instructions on the screen can be divided in an upper part and a lower part. The upper part displays the location. The lower part describes the steps the operator must take to solve the problem.*

How to handle a paper jam

1. Read the information on the screen.
2. Follow the instructions.

Note: *If the Océ CPS900® does not continue after a problem was cleared, the operator must follow the instructions on the screen. Remember that only the key operator can clear a paper jam in the Central Process Group.*

Problem solving

Introduction

The table below lists some conditions that can occur during operation of the Océ CPS900®.
You can resolve these problems without a service call.

Problem solving table

[50] Problem Solving Table   (1 – 2)

Problem/message	Solution
"First set ready. Please check the result."	You have selected the option to check the first set. When the first set is completed, you can check the result. If the result is satisfying, you can Approve or Reject the job (Approve to continue the job).
"Import busy. Cannot export."	The job is sent to the queue, but not yet downloaded completely. Wait a few seconds, the job can be started when the download is ready.
Job in the queue displays an error ⚠.	A run-time contradiction occurred (see 'How to handle contradictions on the Océ CPS900®.' in the Job manual).
Job in the queue displays a warning 🖌.	A start contradiction occurred (see 'How to handle contradictions on the Océ CPS900®.' in the Job manual).
"Job on hold."	To print this job, open the job queue and release the job.
"Not enough memory for test chart generation."	Before the setting 'KOS adjustments' is activated, all the jobs in the job queue must be removed. Avoid interference from automatic print jobs sent from the controller. Select the 'Suspend printing' setting on the controller.
Operator panel light is dimmed.	The printer is in low power mode (see 'The power modes of the Océ CPS900®' in the Job manual).
Operator panel light is off.	The printer is in sleep mode (see 'The power modes of the Océ CPS900®' in the Job manual).
Out of toner.	Add toner (see 'Add the toner' in the Configuration and maintenance manual).
Paper jam occurred.	Follow the detailed instructions on the screen of the operator panel.

[50] Problem Solving Table (2 – 2)

Problem/message	Solution
Print material causes gathering problems in the lower output tray.	Activate the coated paper guides (see 'Use coated paper' in the Job manual).
Registration for a paper type is not correct.	Perform the 'Paper adjustment' in the 'KOS editor'/'Adjustments' menu for this paper type (see 'Changing the Paper Adjustment' in the Configuration and Maintenance Manual).

Appendix A
Overview and Tables

Product specifications

Part	Specification	
Process	■ Océ Direct Imaging ■ Océ color Copy Press ■ Océ Image Logic ■ Océ Monolayer Toner ■ 7 Imaging units (CMYKRGB)	
Print speed	Europe ■ 30 A4 pages/minute 1-sided ■ 15 A4 pages/minute 2-sided ■ 15 A3 pages/minute 1-sided ■ 7.5 A3 pages/minute 2-sided	USA ■ 30 Letter pages/minute 1-sided ■ 15 Letter pages/minute 2-sided ■ 15 Tabloid pages/minute 1-sided ■ 7.5 Tabloid pages/minute 2-sided
Input tray chaining	Yes	
Capacity of A4 paper output (lower tray)	600	
Capacity of A4 paper output (upper tray)	400	
Capacity of Tabloid Extra 12x18 paper output (lower tray)	600	
Capacity of Tabloid Extra 12x18 paper output (upper tray)	400	
Halftone selection	5 levels	
Controller configuration	■ Océ 960C ■ Océ 1000C	
Resolution	Print: 600 dpi	
Warm-up time	15 minutes typical (20ºC/50%RH)	

Paper tray information

Introduction

This table contains information about the four paper trays and the special feeder of the Océ CPS900®.

The paper trays

[52] The capacities and the paper sizes of the paper trays

Paper trays	Capacities (80 g/m^2 or 20 lb. bond)	Paper sizes EUROPE	Paper sizes USA
'Tray 1' (face-up)	500 sheets	Minimum: A4 Maximum: 305x457 Weight: 75-250 g/m^2	Minimum: US Gov 8x10.5 Maximum: Tabloid Extra 12x18 Weight: 20 lb. bond-140 lb.index
'Tray 2' (face-up)	500 sheets	Minimum: A4 Maximum: 305x457 Weight: 75-250 g/m^2	Minimum: US Gov 8x10.5 Maximum: Tabloid Extra 12x18 Weight: 20 lb. bond-140 lb.index
'Tray 3' (face-up)	500 sheets	Minimum: A4/US Gov 8x10.5 Maximum: Foolscap	Minimum: Letter Gov 8.5x10 / US Gov 8x10.5 Maximum: Legal 8.5x14 Weight: 20 lb. bond-140 lb.index
'Tray 4' (face-down)	2200 sheets	Only A4/Letter Weight: 75-130 g/m^2	Only Letter LEF/A4 Weight: 20 lb. bond-36 lb. bond
'Special feeder' (face-down)	The operator feeds the specials one by one.	Minimum: A4 Maximum: A3 **Note:** *you cannot use full bleed paper.*	Minimum: Letter Maximum: Tabloid 11x17 **Note:** *you cannot use full bleed paper.*

Types of Océ CPS900® media

Please refer to the Océ website to get an up-to-date summary.

Appendix B
Miscellaneous

Reader's comment sheet

Questions

Have you found this manual to be accurate?
O Yes
O No

Were you able to operate the product, after reading this manual?
O Yes
O No

Does this manual provide sufficient background information?
O Yes
O No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?
O Yes
O No

Could you find the information you were looking for?
O Always
O Most of the times
O Sometimes
O Not at all

What did you use to find the required information?
O Table of contents
O Index

Are you satisfied with this manual?
O Yes
O No

Thank you for evaluating this manual.
If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:
(If you prefer to remain unknown, please do fill in your occupation)

Name:

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
For the attention of ITC User Documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.nl

For the addresses of local Océ organisations see: http://www.oce.com

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Océ-Belgium N.V./S.A. J. Bordetlaan 32 1140 Brussel **Belgium** http://www.oce.be/	Océ-Brasil Comércio e Indústria Ltda. Av. das Nações Unidas, 11.857 Brooklin Novo São Paulo-SP 04578-000 **Brasil** http://www.oce-brasil.com.br/
Océ-Canada Inc. 4711 Yonge Street, Suite 1100 Toronto, Ontario M2N 6K8 **Canada** http://www.oce.ca/	Océ Office Equipment (Beijing) Co., Ltd. Xu Mu Cheng Chaoyang District Beijing 100028 **China** http://www.oce.com.cn/
Océ-Czech Republic ltd. Hanusova 18 140 21 Praha 4 **Czech Republic** http://www.oce.cz/	Océ-Danmark a/s Vallensbækvej 45 2605 Brøndby **Denmark** http://www.oce.dk/
Océ Finland OY Valkjärventie 7 D, PL 3 02130 Espoo **Finland** http://www.oce.fi/	Océ-France S.A. 32, Avenue du Pavé Neuf 93161 Noisy-le-grand, Cedex **France** http://www.oce.fr/
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Océ-Italia S.p.A. Strada Padana Superiore 2/B 20063 Cernusco sul Naviglio (MI) **Italia** http://www.oce.it/	Océ Japan Corporation 3-25-1, Nishi Shinbashi Minato-Ku Tokyo 105-0003 **Japan** http://www.ocejapan.co.jp/
Océ-Belgium S.A. Rue Astrid 2/A 1143 **Luxembourg**-Belair http://www.oce.lu/	Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petaling Jaya Selangor Darul Ehsan **Malaysia** http://www.ocemal.com.my/
Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. **México** http://www.oceusa.com/	Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo **Norway** http://www.oce.no/
Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa **Poland** http://www.oce.com.pl/	Océ-Lima Mayer, S.A. Av. José Gomes Ferreira, 11 Piso 2 - Miraflores 1497-139 Algés **Portugal** http://www.oce.pt/
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Note: *The web site http://www.oce.com gives the current addresses of the local Océ organizations and distributors.*

Note: *The addresses of local Océ organizations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site http://www.oce.com for the addresses you need.*

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